

Application Form Template

APPLICATION FORM

PLEASE READ ALL THE INSTRUCTIONS BEFORE STARTING THE APPLICATION

1. All questions in the Application form should include the answers. If you do not have an answer to a question, please write N/A (Not Applicable).
2. Submissions must be prepared in English only and must include a completed Application Form, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor (original in English, or Ukrainian with English translation) together with the contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate. Reference checks will be conducted at the discretion of the Recruitment Committee and Recruitment Panel.
3. The Application Form and CV should be completed in English.
4. Be sure to list your phone number and an e-mail address that you check regularly.
5. Candidates who submitted incomplete package of the documents will not be considered.

I testify that the information submitted in this application is complete and accurate. I understand that providing false information on this application or during the interview will automatically disqualify me from the selection process.

I will not release any related information about this selection process at any point to any party except for providing my input.

Hereby, I agree to process my personal data for the purpose of selection in accordance with the Ukrainian Law on the Protection of Personal Data.

1. Position applied for: _____

2. Full Name: _____

3. Date of birth: _____

4. Place of birth (country, region, city): _____

5. Nationality at birth: _____

6. Present nationality (if dual indicate both): _____

7. Are you a public servant (civil servant) at the time of this application (yes/no): _____

8. Have you ever worked as a public servant (civil servant)? (yes/no), if yes, indicate the dates of your employment, title and body: _____

PLEASE NOTE THAT CIVIL SERVANTS ARE NOT ELIGIBLE FOR APPLYING UNLESS THE 6 MONTH PERIOD HAS ELAPSED SINCE THEY HAVE LEFT SUCH EMPLOYMENT.

9. Current address _____

10. Mobile number: _____

11. E-mail: _____

12. Where did you receive information about this announcement? _____

13. Why do you apply for this position? Why do you think you are suitable for this position? (max. 500 words)

14. Education:

Institution (Date from - Date to)	Degree(s), Diploma(s) or other qualification obtained:

15. Language skills: Indicate your language skills on a scale of 1 to 5 (1 – basic; 5 – excellent)

Language	Reading	Speaking	Writing
Ukrainian			
Russian			
English			
Other (please state the language here)			

16. PC literacy: Indicate competence on a scale of 1 to 5 (1 – basic; 5 – excellent)

Programs	1	2	3	4	5
MS Word					
MS Excel					
MS Power Point					
MS Project					
MS Visio					
Other (describe)					

17. Key qualifications & skills: indicate respective qualifications and skills from job description on a scale of 1 to 5 (1 – basic; 5 – excellent) – see section 4.1. of the job description “Qualifications and skills”

Qualifications & Skills	1	2	3	4	5
<i>indicate respective qualifications and skills from job description - see section 4.1. of the job description “Qualifications and skills”</i>					

18. Professional experience (chronologically starting with most recent position):

#	Dates (from - to)	Organization	Position	Description of duties & achievements
1				
2				
3				
4				

19. In light of the estimated assignment value range set out in the RST Position Announcement, please indicate your expected financial offer (for information purposes only):

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20. Other relevant information you would like to provide:

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21. Privacy Statement

By checking this box I provide my consent for the Foundation for Support of Ukrainian Reforms to control, save, transfer and process my personal details in a RST recruitment data system so that I may be contacted in the future for RST vacancies. My personal data will be treated with utmost confidentiality and solely for recruitment purposes.

22. Applicant Declaration

I hereby declare and/or confirm that:

- (i) I have no affiliation to any person or entity likely to, on the basis of the information currently available, benefit from the provision of my services;
- (ii) If awarded the contract for the Assignment, no conflict of interest for any party would be created;
- (iii) I am not bankrupt or insolvent, being wound up, having my affairs administered by the courts, entered into an arrangement with my creditors, have suspended my business activities, the subject of proceedings concerning any of the matters referred to in this paragraph, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- (iv) I am not being prosecuted for an offence concerning my professional conduct by a judgment or equivalent decision¹ which has the force of *res judicata*.
- (v) I understand that should circumstances pertaining to this declaration change or new information emerge prior to the award of the Assignment, I will be under an obligation to bring such information to the attention of the contracting authority

Comments(*)

* The applicant must enter any information in this section which affects its ability to confirm the above. If the applicant is in any doubt as to whether a piece of information is relevant, it should include the information. The evaluation committee may seek further information or clarification from the applicant if it deems it necessary.

Signed by the applicant:

Date:

¹ “equivalent decision” may include, inter alia, arbitration sentences and non-judicial decisions, such as decisions rendered by empowered professional bodies, such as a regulated profession's disciplinary authorities and administrative decisions by regulators