

VACANCY NOTICE
for the recruitment of the STAFF within the JOINT SECRETARIAT
for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme

Annex 5 - Application Form Template for Economic-administrative Assistant

To
Veneto Region
Unit MA of Italy-Croatia CBC Programme
dip.cooperazioneinternazionale@pec.regione.veneto.it

I, the undersigned (*First Name followed by Family Name*) _____

ask

To be admitted to the personnel selection through comparison between curricula and subsequent interview for the staff of the **Joint Secretariat** of the Italy-Croatia CBC Programme, for the

ECONOMIC-ADMINISTRATIVE ASSISTANT PROFILE

On the basis of Italian Law (art. 46 and 47 of Decree of President of Italian Republic (D.P.R.) n. 445/2000) and having regard to art. 13 of Italian Legislative Decree n. 196/2003 (Personal Data Protection Code), and aware of the legal consequences in case of false declarations, in accordance with art. 76 of D.P.R. n. 445/2000,

I declare

Place of birth (*Town, Country*) _____ date (*dd/mm/yyyy*) _____
Permanent Address _____
ZIP Code _____ Town _____
Country _____
Tel. _____ Mob. _____
E-mail _____

and

To be available to take the assignment within the Joint Secretariat by December 2016

I require

to send all communications concerning the above mentioned selection procedure to the following address (*only if different from the previous one*):

Address _____
ZIP Code _____ Town _____

Country _____
Tel. _____ Mob. _____
E-mail _____

I declare on my own responsibility

On the basis of Italian Law and aware of the legal consequences in case of false declarations, in accordance with art. 76 of D.P.R. 445/2000,

(please tick)

- To have the following University degree¹ (degree course lasting at least four-year):
University _____, Location _____
Degree _____
Duration of academic curriculum _____ date of the Degree _____
(award) _____;
- To have _____ citizenship(s);
- To enjoy my full rights as a citizen;
- To have not been convicted of any criminal offence and to have no criminal case pending against me;
- To have performed military/civil service obligations imposed by the applicable laws (if applicable);
- To be / not be employee of a public administration (if it is the case, indicate the name of the public administration _____)

I declare on my own responsibility

pursuant to art. 46 and 47 of D.P.R. n. 445/2000 and aware of the legal consequences in case of false declarations, in accordance with art. 76 of D.P.R. 445/2000,

(please tick)

- To have a good spoken and written English level (level B2 in the Europass Language Passport classification or equivalent);
- That the Curriculum Vitae attached is true and correct (**the CV is written on Europass format, dated and signed with specific references to exact dates of the professional experience, employers and if the position has been/is full time or part time. In case of absence of exact dates, the professional experience cannot be considered**);

To have the following professional experiences (*the periods of possible overlapping between more than one position are counted only once*):

- To have at least 3 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds, as specified in the following table (please summarize the professional experiences and tick which eligibility requirements they refer to):

¹ *If the university degree is not obtained in Italy, the applicant will present the certification of recognition of foreign study qualifications within the deadline which will be given by Veneto Region.*

Professional experience at the <i>(body/company)</i> _____ with contract _____ from <u> </u> / <u> </u> / <u> </u> to <u> </u> / <u> </u> / <u> </u> (total months <u> </u>) Role: _____ Main tasks: _____
Professional experience at the <i>(body/company)</i> _____ with contract _____ from <u> </u> / <u> </u> / <u> </u> to <u> </u> / <u> </u> / <u> </u> (total months <u> </u>) Role: _____ Main tasks: _____
....

Attachments:

- 1) Copy of a valid identification document (e.g. Passport / ID card): type _____ n. _____
- 2) Curriculum Vitae in Europass format *(duly signed and dated)*²
- 3) Other attachments (i.e. certificate of knowledge of English language above the level required)

(Place and date) _____

* _____
(original signature in extended version)

* This statement is undersigned by the applicant and presented along with a non-authenticated copy of identification document of the signer or through other modalities indicated by art. 38 of Italian D.P.R. 445/2000.

Personal data protection

I declare to be informed, pursuant to art. 13 of Italian Legislative Decree n. 196/2003, of the processing of personal data, as reported in the document **“General information on the processing of personal data”** available on the websites where this vacancy notice is published.

(Place and date) _____

(original signature in extended version)

² Please include the privacy clause, i.e. the authorization to process personal data for this personnel selection purposes.