VACANCY NOTICE

Comparative procedure for the assignment of self-employment contract for the role of

FINANCIAL ASSISTANT

of the Joint Secretariat of the 2014-2020

(Interreg V-A) Italy - Croatia CBC Programme

Annex 2 - Application Form Template

**Annex 2. - Application Form Template**

**To the VACANCY NOTICE**

**Financial Assistant for 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme**

To

Veneto Region

Organizational Unit MA of Italy-Croatia CBC Programme

[italia.croazia@pec.regione.veneto.it](mailto:italia.croazia@pec.regione.veneto.it)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the purpose to participate to the comparative procedure for the assignment of self-employment contract for the role of **Financial Assistant** of the Interreg V-A Italy-Croatia 2014-2020 CBC Programme, 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 Regulation (EU) 2016/679 (GDPR - General Data Protection Regulation) and aware of the legal consequences in case of false declarations, in accordance with art. 76 of D.P.R. n. 445/2000,

**declare on my own responsibility**

1. **PERSONAL DATA**

Place of birth *(Town, Country)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date *(dd/mm/yyyy)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax number (fiscal code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ZIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mob. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **ELIGIBILITY REQUIREMENTS (*Vacancy Notice, paragraph. 3. “Eligibility requirements”*)**

General requirements

* To be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_citizen;
* To have the following University degree (degree course lasting at least four-year):

University\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of academic curriculum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of the Degree (award) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* To have a good spoken and written English level (level B2 in the Europass Language Passport classification or equivalent);
* To enjoy my full rights as citizen of *one of the EU Member States*…………………..;
* 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 have the following VAT code number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or 🞎 to commit to open VAT code number before the signature of the contract;

Professional Experiences

* To have at least 3 years of professional experience in European Territorial Cooperation (ETC) projects or Programmes, covering aspects of finance management and/or control/audit

|  |
| --- |
| *Max 500 characters for each professional experience* |
| Professional experience at the *(body/company)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with contract \_(full time/part time)\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_/\_/\_\_\_ to \_/\_/\_\_\_\_ percentage of working time/month\_\_\_\_\_\_\_\_\_\_\_total months\_\_\_\_\_\_\_\_;  Role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Main tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| …. |

1. **CONDITIONS OF INCOMPATILITY RELEVANT AT THE TIME OF THE ASSIGNMENT (*Vacancy Notice, paragraph 7 “Conditions of incompatibility)***

* To be / 🞎 Not to be employee of a public administration

(if so, indicate the name of the public administration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);

* To be / 🞎 Not to be in one of conditions of incompatibility pursuant to the par. 7 “Conditions of incompatibility” of the Notice (if it is the case, please indicate the potential condition of incompatibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and declaring, at the same time, the availability to remove this condition before the assignment;
* To undertake to avoid situations of conflict of interest and to apply principles of impartiality in daily activities, in case of contract awarding;
* That the attached Curriculum Vitae (CV) is true and correct **(the CV is written on Europass format, dated and signed with specific references to exact start and end dates of the professional experience, employers specifying if the position has been/is full time or part time and the percentage of the working time/month. In case of absence of exact dates, the professional experience cannot be considered);**

(*Vacancy notice – paragraph “6.1 Firs Phase: assessment of qualifications”)*

**I ask**

To be admitted to the comparative procedure for the assignment of self-employment contract for the role of **Financial Assistant** of Joint Secretariatof the Interreg V-A Italy-Croatia 2014-2020 CBC Programme

**and 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments:

1) Curriculum Vitae in Europass format *(duly signed and dated);*

2) Copy of a valid identification document (e.g. Passport / ID card): type \_\_\_\_\_\_\_\_\_ n. \_\_\_\_\_\_\_\_ (requested in case of hand-written signature of the Application and/or CV);

3) Any other attachments.

Applicant’ signature*[[1]](#footnote-1)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signature1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal data protection**

**I declare** to be informed, pursuant to art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), as reported in the document “**Information on the personal data processing**” related to this notice and published in the Programme and Veneto Region websites.

Applicant’ signature1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signature1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *This application template can be signed with digital or hand-written signature. In case of hand-written signature, please attach copy of a valid identification document.* [↑](#footnote-ref-1)