**VACANCY NOTICE**

**HEAD of JOINT SECRETARIAT for 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme**

**Annex 1 - Application Form Template**

To

Veneto Region

Section 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 written and oral tests for the role of **Joint Secretariat Head** of the Italy-Croatia 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 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 my 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 degree[[1]](#footnote-1) (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 so, 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 an excellent spoken and written English level (level C1 in the Europass Language Passport classification or equivalent);
* That the Curriculum Vitae attached is true and correct **(the CV is written on EU 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:

**(1)** To have at least 7 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds. The periods of possible overlapping between more than one position are counted only once

**(2)** To have at least 5 years of professional experience in European Territorial Cooperation programmes at Programme level

**(3)** To have at least 4 years of experience in team management

as specified in the following table (please summarize the professional experiences and tick which eligibility requirements they refer to; **the same professional experience can refer to one or more eligibility requirements**)*:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | (1) | (2) | (3) |
| Professional experience at the *(body/company)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with contract \_\_\_\_\_\_\_\_\_\_\_\_\_ from \_/\_/\_/\_\_\_ to \_/\_/\_\_\_\_ (total months \_\_\_)  Role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Main tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 | 🞎 | 🞎 |
| Professional experience at the *(body/company)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with contract \_\_\_\_\_\_\_\_\_\_\_\_\_ from \_/\_/\_/\_\_\_ to \_/\_/\_\_\_\_ (total months \_\_\_)  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]](#footnote-2)*

3) Other attachments (i.e. certificate of knowledge of English language above C1 level)

*(Place and date)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(I)** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(original signature in extended version )*

(I) 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 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 )*

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.*  [↑](#footnote-ref-1)
2. *Please include the privacy clause, i.e. the authorization to process personal data for this personnel selection purposes.* [↑](#footnote-ref-2)