**VACANCY NOTICE**

**OFFICER – SENIOR PROFILES within the JOINT SECRETARIAT
for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme**

**Annex 5 - 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 interview for the role of **Joint Secretariat officer – senior profiles** of the Italy-Croatia CBC Programme, for the following profile:

* Financial Manager
* Communication Manager
* Administrative Manager
* Legal Expert

**Attention: tick the chosen profile; it is possible to apply for more than one position.**

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 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 / 🞎 good spoken and written English level (level C1/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)*:

* **(1)** To have at least 5 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds covering aspects of finance management and/or control/audit (***for Financial Manager***)
* **(2)** To have at least 5 years of professional experience in communication gained through taskssimilar to those indicated on “Annex 2 – Communication manager” (***for Communication Manager***)
* **(3)** To have at least 5 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds (***for Administrative Manager***)
* **(4)** To have at least 5 years of professional experience in legal issues, gained through tasks similar to those indicated on “Annex 4 – Legal expert”, of which at least 3 years concerning Italian administrative law (***for Legal Expert***)

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)** | **(4)** |
| 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 the level required)

*(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)