

Vacancy Application Form

All the fields in this application form are mandatory and must be completed in full. IPA reserves the right to disqualify candidates who submit an incomplete Application Form.

Position	
Finance ☐ Procurement incl. EU funds ☐ Human Resources ☐	
Reference No.	

1. Personal Details

Title (i.e. Mr, Ms, Dr)	
Name	
Surname	

Address	House/Apt No.		Street	
	Post Code		City	
			Country	

Tel		Mobile	
Email			

Gender	M F X	Nationality	
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Date of birth (dd/mm/yyyy)		Place of birth	
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2. Professional Experience

a) Selection Criteria

Indicate, giving examples, how you meet **each one** of the selection criteria (mandatory and advantageous, if any) listed in the vacancy notice. Please use numbering for the criteria in your response to match the numbering of the criteria in the vacancy notice. For any criteria that you would like to leave blank, write “n/a” next to the number.

The number of words for each criterion should not exceed 200.

Mandatory
1.

Advantageous
1.

b) Present or most recent employment

Starting with your present job and continuing in reverse chronological order (present/last job first), indicate if you have worked full-time (FT) or part-time (PT).

Please indicate only the jobs you hold/have and for which you can provide a certification of the period actually worked (i.e., contract or JobsPlus employment record).

If you include traineeships/internships/fellowship placements, please indicate this in the "post/rank" field and state whether remuneration was given (paid/unpaid).

From		To		Total		FT	PT
Name and address of employer							
Post/rank							
No. of staff under your responsibility							
Description of duties and responsibilities							
May we contact your current employer, if necessary?					Yes		
					No		
Period of notice required to leave your current job							



c) Previous employment

From		To		Total		FT PT
Name and address of employer						
Post/rank						
No. of staff under your responsibility						
Description of duties and responsibilities						
May we contact your current employer, if necessary?				Yes No		

From		To		Total		FT PT
Name and address of employer						
Post/rank						
No. of staff under your responsibility						
Description of duties and responsibilities						
May we contact your current employer, if necessary?				Yes No		
Period of notice required to leave your current job						

From		To		Total		FT PT
Name and address of employer						
Post/rank						



No. of staff under your responsibility			
Description of duties and responsibilities			
May we contact your current employer, if necessary?	Yes No		
Period of notice required to leave your current job			

From		To		Total		FT PT
Name and address of employer						
Post/rank						
No. of staff under your responsibility						
Description of duties and responsibilities						
May we contact your current employer, if necessary?	Yes No					
Period of notice required to leave your current job						

From		To		Total		FT PT
Name and address of employer						
Post/rank						
No. of staff under your responsibility						
Description of duties and responsibilities						
May we contact your current employer, if necessary?	Yes No					



Period of notice required to leave your current job	
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From		To		Total		FT	PT
Name and address of employer							
Post/rank							
No. of staff under your responsibility							
Description of duties and responsibilities							
May we contact your current employer, if necessary?				Yes No			
Period of notice required to leave your current job							

Total number of year/months of proven work experience	
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3. Education

- a) **Formal education:** Indicate schools, colleges, universities, or other relevant institutions attended. If you are currently studying at a relevant institution, indicate the time of expected completion of your course.

Post-graduate education

From (dd/mm/yyyy)	To (dd/mm/yyyy)	Minimum mandatory duration of the studies (years)	Title of qualification obtained	Level in international classification (ISCED)	Name and address of institution

Graduate/Higher Education (University)

From (dd/mm/yyyy)	To (dd/mm/yyyy)	Minimum mandatory duration of the studies (years)	Title of qualification obtained	Level in international classification (ISCED)	Name and address of institution

Post-secondary (non-university level)

From (dd/mm/yyyy)	To (dd/mm/yyyy)	Minimum mandatory duration of the studies (years)	Title of qualification obtained	Level in international classification (ISCED)	Name and address of institution

Secondary education (or lower)

From (dd/mm/yyyy)	To (dd/mm/yyyy)	Minimum mandatory duration of the studies (years)	Title of qualification obtained	Level in international classification (ISCED)	Name and address of institution

b) Training/courses attended

From (dd/mm/yyyy)	To (dd/mm/yyyy)	Title of certificate/qualification obtained	Name and address of institution

c) Language skills

Mother tongue	
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Other languages	Written*	Spoken*	Understanding*

*Please specify the level, according to the Common European Framework of Reference for Languages: <https://europa.eu/europass/en/common-european-framework-reference>

4. Skills and competences

IT skills	
Organisational skills	
Communication skills	
Other relevant skills	



**INTERNATIONAL
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MALTA

5. Motivation to apply for this post (500 words max)

6. References

Please provide the names and details of **3 references** from your current/previous academic and/or professional work environment, including one direct supervisor.

Name and Surname	Organisation/Institution	Address, phone number, email

Declaration

I declare that the information provided above is true and correct, and that I am aware that any incorrect statements may invalidate my application.

I further declare on that:

- I fulfil the eligibility requirements as described in Section 3.1 of the vacancy notice.
- I meet the character requirements for the duties involved.
- I undertake to submit, as soon as requested, any documents in support of the above statements and declarations.

I also declare my commitment to act independently in the Agency's interest and I have no interests that might be considered prejudicial to my independence.

I understand and accept that my application may be disqualified or rejected in case of:

- failing to comply with any formal requirement stated in this application form and/or in the related vacancy notice; or
- failing to supply the supporting documents requested following this application and/or in the related vacancy notice.

I understand that, if it is subsequently discovered that any statement is false or misleading, or I have withheld relevant information, even if unintentional, my application (or appointment) may be disqualified, according to the applicable rules.

Name of Applicant

Date

Signature*

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* Please be aware that your signature is necessary and will be requested if you are invited to an interview.