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| **CONFERENCE OF EUROPEAN CHURCHES**  Employment application form  CONFIDENTIAL | | | | | | | | | | |
| **Post:** | | | | | | | | | | |
| **Family Name** *(surname)* | | | **First/other names** | | | | | | | Female 🞎 Male🞎 |
| Current title | | | | | | | | | | |
| Private address | | | | | | Telephone  Fax  E-Mail | | | | |
| Business address | | | | | | Telephone  Fax  E-Mail | | | | |
|  | | | | | | | | | | |
| **CEC Member Church you are affiliated to (if applicable):** | | | | | | | | | | |
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| **Education:**  Give full details in chronological order. Give the exact name of the institution and title of degree/certificates in the original language. Exclude primary/secondary school if you have a university degree or equivalent. Include courses and postgraduate studies in your professional or related field and specially all training and qualification in teaching/learning methodology | | | | | | | | | | |
| **From**  Month/Year | | **To**  Month/Year | **Institution (name, place)** | | | | **Certificates, Degrees obtained** | **Main fields or Subject(s) of study** | | |
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| **Technical skills** | |  |  | | | |  |  | | |
| For languages enter appropriate number from code below to indicate level of your language knowledge | | Language | Speak | Read | Write | | Office tools | | Poor/Fair/Good/Excellent | |
| English |  |  |  | | Microsoft Word | |  | |
| French |  |  |  | | Microsoft Excel | |  | |
| German |  |  |  | | Microsoft PowerPoint | |  | |
| Russian |  |  |  | | Outlook | |  | |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | |  | |  | |
|  | | | | |  | | | |
| \* | Mother tongue |
| 0 | No skills |
| 1 | Limited conversation, reading of newspapers, routine correspondence |
| 2 | Engage freely in discussions, read and write more difficult material |
| 3 | Speak, read and write (nearly) as in mother tongue |

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| **Personal and professional objectives:** | | | | |
| Taking into consideration the Roles and Responsibilities of the position of General Secretary within CEC, which are the professional objectives you wish to achieve?  What special professional knowledge and interests would be of interest to us? Quote publications if any, if necessary on separate sheet. | | | | |
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| **Professional experiences,**  *Starting with present or more recent position* | | | | |
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| **From Month/Year** | **To Month/Year** | **Name and address of the employer** | **Exact title of the position** | **Description of work** |
|  |  |  |  |  |
| **Annual Gross salary** |  | | | |
| **Reason for leaving** |  | | | |
| **Length of notice period** |  | | | |
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| **From Month/Year** | **To Month/Year** | **Name and address of the employer** | **Exact title of the position** | **Description of work** |
|  |  |  |  |  |
| **Annual Gross salary** |  | | | |
| **Reason for leaving** |  | | | |
| **Length of notice period** |  | | | |
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| **From Month/Year** | **To Month/Year** | **Name and address of the employer** | **Exact title of the position** | **Description of work** |
|  |  |  |  |  |
| **Annual Gross salary** |  | | | |
| **Reason for leaving** |  | | | |
| **Length of notice period** |  | | | |
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| **From Month/Year** | **To Month/Year** | **Name and address of the employer** | **Exact title of the position** | **Description of work** |
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| **Annual Gross salary** |  | | | |
| **Reason for leaving** |  | | | |
| **Length of notice period** |  | | | |
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| **From Month/Year** | **To Month/Year** | **Name and address of the employer** | **Exact title of the position** | **Description of work** |
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| **Annual Gross salary** |  | | | |
| **Reason for leaving** |  | | | |
| **Length of notice period** |  | | | |

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| **References**  *Indicate at least two professional (P) and one (NP) non-professional referees* | | | | | |
| **Nb** | **P/NP** | **Address and phone number** | | | |
| **1** |  |  | | | |
| **2** |  |  | | | |
| **3** |  |  | | | |
|  | | | | | |
| **Availability:** *When could you start work at CEC?* | | | | | |
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| **Additional information**  *Mention social and/or church activities, hobbies, etc.* | | | | | |
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| **Remarks** | | | | | |
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**Date: (dd/mm/yyyy) Signature:**

Please send the completed application form, your Curriculum Vitae and application letter by 30th June 2015 **in an envelope marked CONFIDENTIAL APPOINTMENT** to:

His Eminence Metropolitan Emmanuel of France,   
Conference of European Churches,   
Ecumenical Centre,   
Rue Joseph II 174,   
BE-1000 Brussels

or via e-mail by the same date to [Metropolite.Emmanuel@cec-kek.be](mailto:Metropolite.Emmanuel@cec-kek.be)