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| **Standard Application Form** **and****Curriculum Vitae****IOTA Position Applied for:**

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| **IOTA Executive Secretary** |

**1. Personal Details:**

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| Mr …. Ms …. First Name: ……………………………………………………Family Name: …………………………………………………Date of Birth: ……………………………………………..…..Citizenship: …………………………………………………..Civil status: …………………………………………………..Current Job Title: ………..…………………………………...Organisation: ……………..………………………………….Address: ………………………..…………………………… ………………………………..…………………….Phone: ………………………………………..……………..E-mail: …………………………………………….……….. |

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| **2. Career Details**(Most recent position first) |

(Dates of employment) – (Job position) – (Brief description of duties and responsibilities)

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| **3. Education**(Most recent degree/study first) |

(Dates of studies/training) – (Theme/Topic) – (Degree/qualification obtained)

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| **4. Required Experience and Competencies**(Please give examples in regard to the required experiences and competencies) |

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| **5. Language Skills** |

(Proficiency scale: 1-5; 1 = beginner, 5 = fluent/expert)

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| *Language* | *Reading* | *Speaking* | *Writing* |
| **English** |  |  |  |
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| **6. Other Skills and Additional Information** |

Additional information (Please include any other information that you feel is relevant to this application):

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I understand and accept all the conditions mentioned in the job announcement.

Date: …………………………………

(Signature of applicant)

Please add the following attachments:

* your photo (optional);
* reference letter(s);
* motivation letter.