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| **Standard Application Form**  **and**  **Curriculum Vitae**  **IOTA Position Applied for:**   |  | | --- | | **IOTA Executive Secretary** |   **1. Personal Details:**   |  | | --- | | 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.