**GECF SECRETARIAT**

*Insert Photo (optional)*

**EMPLOYMENT APPLICATION FORM**

|  |  |
| --- | --- |
| **POSITION** | ***Senior Gas Market Analyst*** |
| **UNIT** | ***Gas Market Analysis Department*** |
| **POSITION REFERENCE #** | ***Notice of Vacancy 2016/02*** |

*Complete the Application Form as per the below model. Fields marked by asterix (\*) are obligatory for completion.*

# PART I: Personal aND CONTACT Details

**1.1 Personal Details:**

|  |  |
| --- | --- |
| Title\*: |  |
| Name\*: |  |
| Surname\*: |  |
| Other names: |  |
| Date of birth\* (DD/MM/YYYY) |  |
| Country and place of birth\*: |  |
| Present nationality\*: |  |
| Second nationality: |  |
| Marital status: |  |
| Country of residence\*: |  |
| Address of residence/postal\*: |  |

**1.2 Contact Details:**

|  |  |
| --- | --- |
| Contact telephone:\* | (country/city/number) |
| Home telephone: | (country/city/number) |
| Office telephone: | (country/city/number) |
| E-mail 1\*: |  |
| E-mail 2: |  |
| Preferred type of communication: |  |

**PART** **II: EDUCATION & SKILLS**

**2.1 Educational Background:**

*Information shall be presented in reverse order. Reproduce tables as per the format below, to allocate 1 education activity per table.*

|  |  |
| --- | --- |
| Term\*: | From: month/ year To: month/ year |
| Full name of Institution\*: |  |
| Place of Education\* (City/State/Province/Country) |  |
| Degree\*: | Bachelor/ Doctorate/ Engineer/ Master/Specialist/other.  If “other” please specify |
| Title of qualification obtained\*: |  |

**2.2 Courses/ Trainings:**

*Information shall be presented in reverse order. Reproduce tables as per the format below, to allocate 1 activity per table.*

|  |  |
| --- | --- |
| Term: | From: month/ year To: month/ year |
| Full name of Institution: |  |
| Place of Education: (City/State/Province/Country) |  |
| Full name of program/ studies/ course: |  |

**2.3 Skills:**

Language skills:

*Indicate in the relevant language-section score of internationally recognized language certificates, if available.*

|  |  |
| --- | --- |
| Mother tongue 1\*: |  |
| Mother tongue 2: |  |
| English\*: | Beginner/ Intermediate/ Advanced/ Fluent/ Native |
| Other languages: | Beginner/ Intermediate/ Advanced/ Fluent/ Native |

Computer skills (you may enter up to 200 characters):

|  |
| --- |
| please describe |

Other skills: (you may enter up to 200 characters):

|  |
| --- |
| please describe |

# PART III: Employment History & REFERENCES

**3.1 Employments:**

*Information shall be presented in reverse order starting from the latest employment. Reproduce tables as per the format below, to allocate 1 employment history per table.*

|  |  |
| --- | --- |
| Term\*: | *From: month/ year To: month/ year* |
| Exact title of position\*: |  |
| Name/address of employer\*: |  |
| Nature of employer's business: | Consultant; International Organization; Civil Service/Government; Non-Government Organization; Other; Private Sector; Self-employed; Educational Institution; Multinational Company |
| Company's website: |  |
| Duties/Responsibilities\*: | (you may enter up to 2000 characters): |
| Achievements: | (you may enter up to 1000 characters): |

**3.2 Job Related Details:**

Provide in free form information on achievements/experience/knowledge/projects relevant to the position you are applying for:

Relevant experience: (you may enter up to 2000 characters):

|  |
| --- |
| please describe |

Projects: (you may enter up to 2000 characters):

|  |
| --- |
| please describe |

Achievements: (you may enter up to 2000 characters):

|  |
| --- |
| please describe |

Publications/Studies/Research: (you may enter up to 2000 characters):

|  |
| --- |
| please describe |

Other: (you may enter up to 2000 characters):

|  |
| --- |
| please describe |

**3.3. References:**

*Name at least 2 persons other than your relatives, who would be able to attest your character and professional skill.*

Reference No.1:

|  |  |
| --- | --- |
| Name\*: |  |
| Occupation/business title\*: |  |
| Organization: |  |
| Telephone\*: |  |
| Address: |  |
| E-mail: |  |

Reference No.2:

|  |  |
| --- | --- |
| Name\*: |  |
| Occupation/business title\*: |  |
| Organization: |  |
| Telephone\*: |  |
| Address: |  |
| E-mail: |  |

**3.4. GECF Executive Board Member References:**

(Strongly recommended to provide)

|  |
| --- |
|  |
| Name:  Signature  of the GECF Executive Board Member |

**CANDIDATE’s STATEMENT:**

**By herewith I confirm the correctness of presented above information and permit GECF to review, investigate, store the personal information and disseminate to its officials and governing bodies for employment purposes, as may be required.**

|  |  |
| --- | --- |
| **Date Completed:** |  |
| **Candidate’s signature**: |  |