Annex G2 - Application Form (template)

APPLICATION FORM

PLEASE READ ALL THE INSTRUCTIONS BEFORE STARTING THE APPLICATION

1. All questions in the Application form should include the answers. If you do not have an answer to a question, please write N/A (Not Applicable).
2. Submissions must be prepared in English only and must include a completed Application Form, the candidate's Curriculum Vitae together with the contact details for three referees who, if contacted, can attest to the professional and/or educational background of the candidate.
3. Only Ukrainian nationals are eligible to apply.
4. The Application Form and CV should be completed in English.
5. Be sure to list your phone number and an e-mail address that you check regularly.
6. Candidates who are not Ukrainian nationals or submitted incomplete package of the documents will not be considered.

I testify that the information submitted in this application is complete and accurate. I understand that providing false information on this application or during the interview will automatically disqualify me from the selection process.

I will not release any related information about this selection process at any point to any party except for providing my input.

Hereby, I agree to process my personal data for the purpose of selection in accordance with the Ukrainian Law on the Protection of Personal Data.

1. **Position applied for: _____**
2. **Full Name: _____**
3. **Date of birth: _____**
4. **Place of birth (country, region, city): _____**
5. **Nationality at birth: _____**
6. **Present nationality (if dual indicate both): _____**
7. **Are you a public servant (civil servant) at the time of this application (yes/no): _____**
8. **Have you ever worked as a public servant (civil servant)? (yes/no), if yes, indicate the dates of your employment, title and body: _____**
   PLEASE NOTE THAT CIVIL SERVANTS ARE NOT ELIGIBLE FOR APPLYING UNLESS THE 6 MONTH "COOLING OFF" PERIOD HAS ELAPSED SINCE THEY HAVE LEFT SUCH EMPLOYMENT[1].
9. **Current address _____**
10. **Mobile number: _____**
11. **E-mail: _____**
12. **Where did you receive information about this announcement? _____**
13. **Why do you apply for this position? Why do you think you are suitable for this position? (max. 500 words)**

_____

[1] in exceptional circumstances the "cooling off" period can be waived by the EBRD, if there is no conflicts of interest.

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14.Education:

Institution (Date from - Date to)	**Degree(s), Diploma(s) or other qualification obtained:**

15.Language skills: Indicate your language skills on a scale of 1 to 5 (1 – basic; 5 – excellent)

Language	**Reading**	**Speaking**	**Writing**
Ukrainian			
English			
Other (please state the language here)			

16.PC literacy: Indicate competence on a scale of 1 to 5 (1 – basic; 5 – excellent)

Programs	**1**	**2**	**3**	**4**	**5**
MS Word					
MS Excel					
MS Power Point					
MS Project					

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Other (describe)					

17.Professional experience (chronologically starting with most recent position):

#	Dates (from - to)	Organization	Position	Description of duties & achievements
1				
2				
3				
4				

18.Please indicate your expected financial offer:

19.Other relevant information you would like to provide:

20.Privacy Statement

☐ **By checking this box I provide my consent for the Human Resources Services of the [ministry/agency], Recruitment Committee, any created subordinated panels/subcommittees and the Ukraine Reforms Architecture Foundation to review, save, transfer and process my personal details in the URA recruitment data system. My personal data will be treated with utmost confidentiality and solely for recruitment purposes.**

21.URA Experts pool statement

☐ **By checking this box I provide my consent for the Ukraine Recovery and Reform Architecture (URA) programme, URA Recruitment Committee, subordinate URA panels/sub-committees and the Ukraine Reforms Architecture Foundation (URAF) to store my application records and personal data in the URA internal database to be considered for any future positions within the URA programme.**

22.Applicant Declaration

I hereby declare and/or confirm that:

(i) I am a Ukrainian national with no potential restrictions to access and perform RST/RDO duties at ministries/agencies and the Secretariat of the Cabinet of Ministers of Ukraine;
(ii) If awarded the contract for the Assignment, no conflict of interest for any party would be created;
(iii) I am not being prosecuted for an offence concerning my professional conduct by a judgment or equivalent decision which has the force of *res judicata;*
(iv) I understand that should circumstances pertaining to this declaration change or new information emerge prior to the award of the Assignment, I will be under an obligation to bring such information to the attention of the contracting authority.

Comments(*)

* The applicant must enter any information in this section which affects its ability to confirm the above. If the applicant is in any doubt as to whether a piece of information is relevant, it should include the information. The evaluation committee may seek further information or clarification from the applicant if it deems it necessary.
Signed by the applicant:

_____
Date:

_____

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