

## APPLICATION FORM MCA – KOSOVO

**Please indicate the position you are applying for:**

**Position Title** (as indicated in the Vacancy Notice): \_\_\_\_\_

### Guidance Notes on Completing the Structured Application Form

These notes will help you to complete the application form to the best of your ability and gain an understanding of what you can expect from this process.

The application form consists of three main parts:

***Part A: Personal Details and Career History***

***Part B: Statement of Suitability (Cover Letter)***

***Part C: List of at least three references***

The evidence you provide in your application form will be used in the shortlisting process to decide whether you will proceed to the next stage. Please complete the form accurately and include all the requested information. If you do not complete the form fully, it may be rejected on the basis of lack of evidence. The duly filled-out Application Form is to be submitted online, through the link given in the Vacancy Notice, together with an up-to-date CV. **CVs without additional required documents are not accepted.**

The working language of the MCA-Kosovo is English; **therefore, you are required to complete the application form in English.**

### Part A: Personal Details and Career History

#### 1. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Postal Address:	E-mail Address:
Postcode:	Nationality:

Confidential once completed

## 2. EMPLOYMENT HISTORY

### Current Employment

Please give details of your present or most recent employment:

Name and Address of Employer and Nature of Business:	Dates of employment From: To:	Job Title Key purpose of role / Key responsibilities	Reporting to (i.e. the organisational level to which your role reports)

### Past Employment and Career History

Name and Address of Employer and Nature of Business:	Dates of employment From: To:	Job Title Key purpose of role / Key responsibilities	Reporting to (i.e. the organisational level to which your role reported)

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***\*Please add as needed***

### 3. EDUCATION AND PROFESSIONAL QUALIFICATIONS

You should refer to the position description for this role and **ensure that you provide evidence that you meet the minimum requirements for this position - namely an academic degree (as indicated in the Vacancy Notice).**

Degree field and institution where studied	Level of study Dates (studied from/to)	Result and date of award

#### Professional Qualifications / Occupational Training / Membership of Professional Societies

Professional or other qualifications, membership of professional societies and date admitted, where relevant	Details of publications, presentations at international conferences (etc.) relevant to the role

Details of other specialist training / courses attended relevant to the role.

## LANGUAGES

Level 4 (Fluent) of English-language speaking and written capability is required. Please tick (✓) to self-declare your ability to meet this standard:

Level 4 Speaking

☐

Level 4 Reading/Writing

☐

Level 4 (Fluent) of Albanian speaking/reading capability is required. Please tick (✓) to self-declare your ability to meet this standard:

Albanian Level 4 Speaking

☐

Albanian Level 4 Reading/Writing

☐

Please add and tick (✓) in any relevant boxes below to indicate any other languages that you can speak and/or understand and the level of this capability

	Level 1 – Basic / beginner	Level 2 –Threshold/inter mediate	Level 3 – Operational	Level 4 – Fluent
Language ( <i>please add</i> ) - spoken				
Language ( <i>please add</i> ) - written				
Language ( <i>please add</i> ) - spoken				
Language ( <i>please add</i> ) - written				

## **Part B Statement of Suitability and Evidence against the Position Vacancy Notice (Cover Letter)**

### **1. Statement of Suitability (Cover Letter) (no more than 1 page)**

This is your opportunity to tell us why you are suitable for the position and to highlight your relevant achievements.

Tell us how you think you can deliver the demanding requirements of this particular job. Ensure you structure your supporting statement clearly and coherently, referencing how your skills and experience will help you to do this. **In assessing your evidence we will disregard anything beyond one page.**

**In particular, please include:**

- **A description of programs you have managed, including program budget, and number of personnel you managed;**
- **Examples of experience in working with high-level government officials**
- **Examples of experience in working with the relevant technical area for the program as per the Vacancy Notice;**

**CVs will not be accepted in lieu of this statement.**

**Part C Professional References:**

Please list at least three professional references, with at least one of them a former Supervisor. For each reference please include:

- Name, Surname;
- Current Position Title and their relationship with you;
- Complete and current contact information (phone number and email address).

**SPECIAL REQUIREMENTS**

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are shortlisted for this role.



**DECLARATIONS**

I declare that this application form has been completed by me and that the information I have given is true to the best of my knowledge and belief. I understand that if I have given any information that I know is false, or if I withhold any relevant information it may lead to my application being rejected, or if appointed, to my dismissal. Please type your name and surname to confirm this declaration.

Signed (please write and surname):

Date:

I declare that I am not currently under investigation or convicted for criminal acts.

*Please note that at this stage we do not require you to submit a current certificate to prove this, but if invited to interview, an original or certified copy will be required for inspection.*

Signed (please write name and surname):

Date: