**APPLICATION FORM CONFIDENTIAL**

Post Applied For: **Parliamentary Assistant for Jean Lambert MEP (Maternity cover) - Brussels office**

Reference: **JL062017**

Please email this completed form to jean.lambert@europarl.europa.eu with 'Application for the position of Brussels Assistant' in the subject line.

All applications to be received by **Sunday 11th June 2017 Midnight (Central European Time)**

Please use dark type as it will be necessary to make copies of your application.

**Please do not send a CV as it will not be looked at.**

1. SURNAME:

 OTHER NAMES:

2. HOME ADDRESS in full and telephone numbers (work and home):

3. a) Please provide a telephone number and email address where we can contact you personally.

 b) **Where did you see this vacancy advertised?**

4. Are you subject to any conditions relating to your employment in Belgium?

 If YES, please give details:

5. If you were selected, when could you start? Please give periods of notice if applicable:

6. Please use the space below to tell us of any disability or health issues for which we may need to make reasonable adjustments to our test/interview selection process (for example, a hearing induction loop) if you are short-listed.

**EDUCATION/QUALIFICATIONS** (including any examinations which you are about to take or are awaiting results):

a. SECONDARY EDUCATION

**NAME OF SCHOOL DATES QUALIFICATION SUBJECT GRADE**

**OR COLLEGE** e.g. GCSE/A-level

b. HIGHER EDUCATION

**NAME OF INSTITUTION DATES QUALIFICATION GRADE**

**OTHER RELEVANT COURSES AND TRAINING, INCLUDING IT**

**EMPLOYMENT HISTORY**

(including voluntary or unwaged work)

**Name and Address Dates Job Title with a brief description of duties**

 **and responsibilities**

Please continue on a separate page if necessary.

**REASONS FOR APPLYING FOR THIS POST**

Before completing this section, please read the job description and key requirements for this post carefully. Use this section to indicate how far your achievements, personal qualities, life experience, knowledge and skills match the key requirements for the post. You may include paid and unpaid work, work within the home and leisure interests in your statement.

Please continue on a separate page if necessary.

**REFEREES**

Please give the name, address and telephone number of two professional/associate referees. One should be you current/ latest employer. Applicants leaving full-time education should give appropriate academic referees.

**FIRST REFEREE**

Name:

Position:

Organisation/Company:

Relevant dates:

Address and postcode

Tel:

Email:

**SECOND REFEREE**

Name:

Position:

Organisation/Company:

Relevant dates:

Address and postcode:

Tel:

Email:

**DECLARATION**

I hereby declare that the information I have given is accurate and complete:

Signature of Applicant: Date: