REGIONE DEL VENETO
giunta regionale

VACANCY NOTICE
for the recruitment of the STAFF within the JOINT SECRETARIAT
for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme

Annex 5 - Application Form Template for Economic-administrative Assistant

To
Veneto Region
Unit MA of Italy-Croatia CBC Programme
dip.cooperazioneinternazionale@pec.regione.veneto.it

I, the undersigned *(First Name followed by Family Name)*_____
_____

ask

To be admitted to the personnel selection through comparison between curricula and subsequent interview for the staff of the **Joint Secretariat** of the Italy-Croatia CBC Programme, for the

ECONOMIC-ADMINISTRATIVE ASSISTANT PROFILE

On the basis of Italian Law (art. 46 and 47 of Decree of President of Italian Republic (D.P.R.) n. 445/2000) and having regard to art. 13 of Italian Legislative Decree n. 196/2003 (Personal Data Protection Code), and aware of the legal consequences in case of false declarations, in accordance with art. 76 of D.P.R. n. 445/2000,

I declare

Place of birth *(Town, Country)* _____ date *(dd/mm/yyyy)* _____
Permanent Address _____
ZIP Code _____ Town _____
Country _____
Tel. _____ Mob. _____
E-mail _____

and

☐   To be available to take the assignment within the Joint Secretariat by December 2016

I require

to send all communications concerning the above mentioned selection procedure to the following address *(only if different from the previous one)*:
Address _____
ZIP Code _____ Town _____
Country _____
Tel. _____ Mob. _____
E-mail _____

I declare on my own responsibility

On the basis of Italian Law and aware of the legal consequences in case of false declarations, in accordance with art. 76 of D.P.R. 445/2000,

(please tick)

□ To have the following University degree[1] (degree course lasting at least four-year):

    University_____, Location _____

    Degree _____

    Duration of academic curriculum _____ date of the Degree (award)_____;

□ To have _____ citizenship(s);

□ To enjoy my full rights as a citizen;

□ To have not been convicted of any criminal offence and to have no criminal case pending against me;

□ To have performed military/civil service obligations imposed by the applicable laws (if applicable);

□ To be / □ not be employee of a public administration (if it is the case, indicate the name of the public administration _____)

I declare on my own responsibility

pursuant to art. 46 and 47 of D.P.R. n. 445/2000 and aware of the legal consequences in case of false declarations, in accordance with art. 76 of D.P.R. 445/2000,

(please tick)

□ To have a good spoken and written English level (level B2 in the Europass Language Passport classification or equivalent);

□ That the Curriculum Vitae attached is true and correct **(the CV is written on Europass format, dated and signed with specific references to exact dates of the professional experience, employers and if the position has been/is full time or part time. In case of absence of exact dates, the professional experience cannot be considered);**

To have the following professional experiences *(the periods of possible overlapping between more than one position are counted only once)*:

□ To have at least 3 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds, as specified in the following table (please summarize the professional experiences and tick which eligibility requirements they refer to)*:*

Professional experience at the *(body/company)* _____ with contract _____ from _/_/_/___ to _/_/____ (total months ___)   Role:_____   Main tasks: _____   _____
Professional experience at the *(body/company)* _____ with contract _____ from _/_/_/___ to _/_/____ (total months ___)   Role:_____   Main tasks: _____   _____
….

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[1] *If the university degree is not obtained in Italy, the applicant will present the certification of recognition of foreign study qualifications within the deadline which will be given by Veneto Region.*

Attachments:
1) Copy of a valid identification document (e.g. Passport / ID card): type _____ n. _____
2) Curriculum Vitae in Europass format *(duly signed and dated)*[2]
3) Other attachments (i.e. certificate of knowledge of English language above the level required)

(Place and date) _____

                                        * _____
                                              (original signature in extended version)

* This statement is undersigned by the applicant and presented along with a non-authenticated copy of identification document of the signer or through other modalities indicated by art. 38 of Italian D.P.R. 445/2000.

Personal data protection

I declare to be informed, pursuant to art. 13 of Italian Legislative Decree n. 196/2003, of the processing of personal data, as reported in the document "**General information on the processing of personal data**" available on the websites where this vacancy notice is published.

(Place and date) _____

                                        _____
                                              (original signature in extended version)

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[2] *Please include the privacy clause, i.e. the authorization to process personal data for this personnel selection purposes.*