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| **Application Form: Finance and Administration Officer** | | | | | |
| Personal information | | | | | |
| First name:  Surname:  Home address:  E-mail address:  Telephone:  Please return this form to [office@eplo.org](mailto:office@eplo.org).  Closing date for receipt of applications: **Sunday 15 January 2023 at 23:59 Central European Time (CET)**  Applications should be sent by e-mail. Applications submitted by fax or post will not be accepted. CVs will not be accepted. All information will be treated as confidential in line with data protection regulations.  NB: Only shortlisted candidates will be notified. Interviews will be conducted during the week of Monday 30 January. | | | | | |
| Education – please list your educational qualifications and courses studied (add additional rows as necessary). | | | | | |
| Institution and degree | | From/to (MM/YY) | Qualification/courses studied | | |
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| Training – please include information about relevant training courses attended. | | | | | |
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| Employment history – please list current and former employment (add additional rows as necessary). | | | | | |
| Name and address of employer | | From/to (MM/YY) | Job title and responsibilities | | |
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| Other relevant experience, e.g. voluntary and community work. | | | | | |
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| Language skills – please specify your level of competence within a range of 1 to 5 (with 5 being the highest). | | | | | |
| Language | Comprehension | | | Spoken | Written |
| English |  | | |  |  |
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| Suitability – please explain how your experience, knowledge and skills equip you to carry out this job. Please do not use more than 400 words. | | | | | |
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| Referees – please provide contact information for two referees, including name, position, e-mail address, telephone number and capacity in which they know you. Referees will not be contacted before interviews. | | | | | |
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| Additional information | | | | | |
| Do you have the right to work in Belgium?  If selected, when would you be able to start work? | | | | | |