

## **APPLICATION FORM**

### **Capacity Development Manager**

Deadline for submitting applications: **6 January 2019, 23:59 CET**

Please submit this application form in electronic version by Email at [office@lgbti-era.org](mailto:office@lgbti-era.org) together with your Europass CV and two recommendation letters.

#### *Instructions for submitting your application*

Please read carefully the job description for Capacity Development Manager before preparing and submitting this application form. Should you have any questions regarding the job position, selection process or other details, please send an Email at [office@lgbti-era.org](mailto:office@lgbti-era.org).

#### *Information on the selection process*

We will inform all applicants concerning the status of their application. The interviews with shortlisted candidates will be held online via Skype or in person (depending on your location) within January 2019. The interview itself will last approximately 45 minutes.

#### **Application form**

##### ***Personal information:***

First name(s):

Surname:

Home address:

Postcode:

Country:

Email address:

Telephone (work):

##### ***Experience and knowledge:***

In this section we ask you to provide a summary of your experience and knowledge relevant to some or all of the main areas as described in the job description. You can include your experience in paid and voluntary jobs, as well as in your everyday life. Please be concise and specific to your actual experience and try to limit your response for this section to 200 words in total.

***Achievements and results:***

The following questions ask you about some achievements and results you are proud of in your work so far and in other settings. They relate to some of the main duties and responsibilities of the job position itself. Please take some time to think about your responses on your involvement in the task and the way you completed the task. Your responses should give information on what the task/situation was, what your and others' involvement was, and what the results/outcome of your action(s) were. Please limit your response to 600 words in total.

*Internal capacity development*

  
  

*External capacity development*

  
  

*Sub-granting schemes development and management*

***Rationale for applying:***

What are your reasons for applying for this position and what will you bring to it? Please limit your response to max. 200 words.

***Declaration:***

I declare that the information provided on this form is correct and accurate to my best knowledge and understand that any information submitted in relation to employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Reminder:** Deadline for submitting your application including this application form, your Europass CV and two recommendation letters is **6 January 2019, 23:59 CET.**