

**VACANCY NOTICE**  
**OFFICER – SENIOR PROFILES within the JOINT SECRETARIAT**  
**for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme**

**Annex 5 - Application Form Template**

To  
Veneto Region  
Section 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 role of **Joint Secretariat officer – senior profiles** of the Italy-Croatia CBC Programme, for the following profile:

- Financial Manager
- Communication Manager
- Administrative Manager
- Legal Expert

**Attention: tick the chosen profile; it is possible to apply for more than one position.**

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 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 \_\_\_\_\_

**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<sup>1</sup> (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 so, 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 an  excellent /  good spoken and written English level (level C1/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*):

- (1)** To have at least 5 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds covering aspects of finance management and/or control/audit (**for Financial Manager**)
- (2)** To have at least 5 years of professional experience in communication gained through tasks similar to those indicated on “Annex 2 – Communication manager” (**for Communication Manager**)
- (3)** To have at least 5 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds (**for Administrative Manager**)
- (4)** To have at least 5 years of professional experience in legal issues, gained through tasks similar to those indicated on “Annex 4 – Legal expert”, of which at least 3 years concerning Italian administrative law (**for Legal Expert**)

as specified in the following table (please summarize the professional experiences and tick which eligibility requirements they refer to; **the same professional experience can refer to one or more eligibility requirements**):

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<sup>1</sup> 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.

	(1)	(2)	(3)	(4)
Professional experience at the <i>(body/company)</i> _____ with contract _____ from <u>  </u> / <u>  </u> / <u>  </u> to <u>  </u> / <u>  </u> / <u>  </u> (total months <u>  </u> ) Role: _____ Main tasks: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional experience at the <i>(body/company)</i> _____ with contract _____ from <u>  </u> / <u>  </u> / <u>  </u> to <u>  </u> / <u>  </u> / <u>  </u> (total months <u>  </u> ) Role: _____ Main tasks: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....				

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)*<sup>2</sup>
- 3) Other attachments (i.e. certificate of knowledge of English language above the level required)

(Place and date) \_\_\_\_\_

(I) \_\_\_\_\_  
(original signature in extended version )

(I) 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 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 )

<sup>2</sup> Please include the privacy clause, i.e. the authorization to process personal data for this personnel selection purposes.