

**APPLICATION FORM**

 **March 2020**

**REQUIRED DOCUMENTS**

**Please send all documents converted into pdf files and in one document if possible.**

* Application form (cf. following pages) duly completed **in English.** Handwritten applications will not be **accepted.**
* Certified Copy of the last degree obtained
* Cover letter addressed to the Project Manager of the CSE, explaining your motivation for applying and what you expect from the training
* Updated and brief (one page) Curriculum Vitae (to avoid repetition, thank you for emphasising elements not mentioned in the application form)
* Two letters of recommendation (forms provided at the end of this document) from two different references; a professor and/or a former employer (or programme manager) with whom you have worked. Please email these to cse.team@earthworm.org or arrange for the referee to email them to this address.
* Two-page summary of your relevant professional experience

**This application file must be submitted in its entirety by**

**Friday December 20th 2019.**

## N.B: Only shortlisted candidates will be contacted for the final selection (interviews) during January and February 2020. The place and the date of the final selection depend on your country of residence and will be later communicated with you.

**File to be returned by email to:**

**cse.team@earthworm.org**

**PRESENTATION FORM OF THE CANDIDATE**

Name:

Surname(s):

Date of birth: \_ \_ /\_ \_ /20 \_ \_

Nationality:

Address:

Country:

Telephone (+ country index):

E-mail:

Please insert a passport size photo here

You are currently a:

□ Student □ Employee □ Job seeker □ other, please state:

Name of university/Employer:

**A. Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/qualification****(Specify if already graduated or ongoing )** | **Year** | **College/ Faculty** | **Town - Country** | **Grades**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**B. Professional employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates (start - end)** | **Duration** | **Company/Firm (specify place of work)** | **Position (specify if internship – contract or other)** | **Missions/Activities** | **Tutor or Reference Person** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

When completing the above table, include experience which will allow us to better understand your interest in studying at the CSE. The remaining information should be mentioned in your Curriculum Vitae.

**C. YOU AND YOUR PROFESSIONAL INTERESTS**

In 250 words or less, explain why you will be a good candidate for the CSE training. Use examples of your personal and professional life to illustrate your experience.

In 250 words maximum, describe the ideal professional environment in which you imagine yourself? What function(s) or mission (s) would you like to have?

What computing skills (IT) do you have?

What languages do speak (specify mother tongue and other)?

 **D. YOUR EXTRA-PROFESSIONAL ACTIVITIES**

What are your extra-academic or extra-professional activities (cultural, sports, associative)? What personal satisfaction do you take from these activities?

In 150 words maximum, what does ‘sustainable management of resources’ mean to you?

How did you get to know about the CSE training?

**E. Medical and Health Information**

Please mark the following:

|  |  |
| --- | --- |
|  | I have no infectious or other disease which could present risks for anyone with whom I might be in contact at the CSE. |
|  | I have no medical condition which could prevent me from undertaking a training course of nine months away from my place of residence. |

I certify the accuracy of all of the above responses.

Completed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Place) (Date)

Signature

**REFERRAL FORM 1**

**Name and surname of the candidate:**

**Your name:**

**Your position:**

**Your company, university or college:**

**Your professional address:**

**Telephone (+ country index) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email :**

1. How long have you known the candidate?

2. What are his/her main qualities?

3. What are his/her main weaknesses?

4. Can you confirm this person’s intention of following the CSE training? Does it seem logical to you?

5. What other important information can want give about the candidate?

6. Thank you for indicating the candidate’s level in:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Average | No advise |
| Analysis |  |  |  |  |
| Writing capacity |  |  |  |  |
| Spoken language |  |  |  |  |
| Ability to work |  |  |  |  |
| Professionalism |  |  |  |  |
| Sociability |  |  |  |  |

7. What final recommendation can you give to the evaluators?

Completed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Place) (Date)

**REFERRAL FORM 2**

**Name and surname of the candidate:**

**Your name:**

**Your position:**

**Your company, university or college:**

**Your professional address:**

**Telephone (+ country index) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email :**

1. How long have you known the candidate?

2. What are his/her main qualities?

3. What are his/her main weaknesses?

4. Can you confirm this person’s intention of following the CSE training? Does it seem logical to you?

5. What other important information can want give about the candidate?

6. Thank you for indicating the candidate’s level in:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Average | No advise |
| Analysis |  |  |  |  |
| Writing capacity |  |  |  |  |
| Spoken language |  |  |  |  |
| Ability to work |  |  |  |  |
| Professionalism |  |  |  |  |
| Sociability |  |  |  |  |

7. What final recommendation can you give to the evaluators?

Completed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Place)