

CONFERENCE OF EUROPEAN CHURCHES

Employment application form



CONFIDENTIAL

Post: Click or tap here to enter text.

Family Name (surname) Click or tap here to enter text.

First/other names Click or tap here to enter text.

Female · Click or tap here to enter

Current title Click or tap here to enter text.

Private address Click or tap here to enter text.

Telephone
Click or tap here to

Business address Click or tap here to enter text.

Telephone
Click or tap

CEC Member Church you are affiliated to (if applicable): Click or tap here to enter text.

Education: Give full details in chronological order. Give the exact name of the institution and title of degree/certificates in the original language. Exclude primary/secondary school if you have a university degree or equivalent. Include courses and postgraduate studies in your professional or related field and specially all training and qualification in teaching/learning methodology

| From Month/Year | To Month/Year | Institution (name, place) | Certificates, Degrees obtained | Main fields or Subject(s) of study |
|----------------------|----------------------|----------------------------------|--------------------------------|------------------------------------|
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Technical skills

For languages enter appropriate number from code below to indicate level of your language knowledge

| Language | Speak | Read | Write | Office tools | Poor/Fair/Good/Excellent |
|----------|----------|----------|----------|----------------------|--------------------------|
| English | Click or | Click or | Click or | Microsoft Word | Click or tap here to |
| French | Click or | Click or | Click or | Microsoft Excel | Click or tap here to |
| German | Click or | Click or | Click or | Microsoft PowerPoint | Click or tap here to |
| Russian | Click or | Click or | Click or | Outlook | Click or tap here to |
| Other: | Click or | Click or | Click or | Click or tap | Click or tap here to |

| | |
|---|--|
| * | Mother tongue |
| 0 | No skills |
| 1 | Limited conversation, reading of newspapers, routine correspondence |
| 2 | Engage freely in discussions, read and write more difficult material |
| 3 | Speak, read and write (nearly) as in mother tongue |

Personal and professional objectives:

Taking into consideration the Roles and Responsibilities of the position of General Secretary within CEC, which are the professional objectives you wish to achieve?

What special professional knowledge and interests would be of interest to us?

Quote publications if any, if necessary on separate sheet.

Click or tap here to enter text.

Professional experiences,
Starting with present or more recent position

| From Month/Year | To Month/Year | Name and address of the employer | Exact title of the position | Description of work |
|----------------------------------|----------------------------------|---|------------------------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Annual Gross salary | Click or tap here to enter text. | | | |
| Reason for leaving | Click or tap here to enter text. | | | |
| Length of notice period | Click or tap here to enter text. | | | |

| From Month/Year | To Month/Year | Name and address of the employer | Exact title of the position | Description of work |
|----------------------------------|----------------------------------|---|------------------------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Annual Gross salary | Click or tap here to enter text. | | | |
| Reason for leaving | Click or tap here to enter text. | | | |
| Length of notice period | Click or tap here to enter text. | | | |

| From Month/Year | To Month/Year | Name and address of the employer | Exact title of the position | Description of work |
|----------------------------------|----------------------------------|---|------------------------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Annual Gross salary | Click or tap here to enter text. | | | |
| Reason for leaving | Click or tap here to enter text. | | | |
| Length of notice period | Click or tap here to enter text. | | | |

| From Month/Year | To Month/Year | Name and address of the employer | Exact title of the position | Description of work |
|----------------------------------|----------------------------------|---|------------------------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Annual Gross salary | Click or tap here to enter text. | | | |
| Reason for leaving | Click or tap here to enter text. | | | |
| Length of notice period | Click or tap here to enter text. | | | |

| From Month/Year | To Month/Year | Name and address of the employer | Exact title of the position | Description of work |
|----------------------------------|----------------------------------|---|------------------------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Annual Gross salary | Click or tap here to enter text. | | | |
| Reason for leaving | Click or tap here to enter text. | | | |
| Length of notice period | Click or tap here to enter text. | | | |

| References <i>Indicate at least two professional (P) and one (NP) non-professional referees</i> | | |
|---|----------------------------------|----------------------------------|
| Nb | P/NP | Address and phone number |
| 1 Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Availability: Click or tap here to enter text.
When could you start work at CEC?

Additional information
Mention social and/or church activities, hobbies, etc.

Click or tap here to enter text.

Remarks

Click or tap here to enter text.

Date: (dd/mm/yyyy) Click or tap here to enter text.

Signature: Click or tap here to enter text.

Please send the completed application form, your Curriculum Vitae and application letter by **13 October 2019 in an envelope marked CONFIDENTIAL APPOINTMENT** to:

His Eminence Metropolitan Cleopas of Sweden and All Scandinavia
Conference of European Churches
Ecumenical Centre
Rue Joseph II 174
BE-1000 Brussels

or via e-mail by the same date to Metropolitan.Cleopas@cec-kek.be