**APPLICATION FORM**

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| Applicant To Complete |
| **FULL NAME** |  |
| **POST TITLE** |  |
| **LOCATION** |       |
| **CLOSING DATE** |       |
| **Please return the completed form to:** | **Rigensgade 21A, DK-1316 Copenhagen K, Denmark** **e-mail:** **office@umc-ne.org** **No later than 10. February 2018** |

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| **1. EMPLOYMENT/ APPOINTMENT HISTORY**List all employers starting with your present or most recent first. Please account for any gaps in employment. |
| **Name and Address of Employer** | **Position Held** | **From To****Month/Year** | **Reason for Leaving** |
|       |       |       |       |
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| **2. EDUCATION AND TRAINING**Please look at the **Essential** **and** **Desirable** requirements in the Person Specification and list details of any **Education and Training**, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates. |
| **Qualification**  | **Date Obtained**  | **Grade and Membership Number (if applicable)** |
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| **3. Membership of Professional Institutes or Societies (if applicable)**Please detail any qualifications or memberships to professional organisations/bodies relevant to the position you have applied for. Please provide membership/registration number. |
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| **4. Proven Abilities, Knowledge and Skills**Look at the **Essential and Desirable** requirements of the Proven Abilities, Knowledge and Skills section of the Person Specification. Use each criteria from this section as a subheading in the space below, and for each subheading provide evidence of how you meet this criterion.  |
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| **5. Personal Qualities** Look at the **Essential and Desirable** requirements of the Personal Qualities section of the Person Specification. Use each criteria from this section as a subheading in the space below, and for each subheading provide evidence of how you meet this criterion. |
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| **REFERENCES**Please provide us with contact details of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.  |
| **1.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****Name and Address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| **2.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****Name and Address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| **3.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****Name and Address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?       |
| **10. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment / suspended from appointment** Signature:                           Date:                           |