

EMSA Traineeship Scheme 2017

Standard Application Form

[All the required fields shall be filled electronically in **ENGLISH**]

1. Applicant's personal data

Surname: _____ Forename(s): _____
Maiden name: _____ Present nationality: _____
Gender: Male Female
Date of birth: _____
Place of birth: _____ Country of birth: _____

2. Education and Training *(add boxes as necessary)*. Please enclose a copy of your university diploma when sending in your application.

Dates: _____
Title of qualification awarded: _____
Name and type of organisation: _____
Level of degree: _____
Location: _____
Principal subjects and organisational skills covered: _____

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3. Preference of Unit

Please clearly indicate, **the Units** that interest you the most in order of preference, **and explain briefly what would be the added value for your future career (max. 100 words)**

(Please see Traineeship notice)

First choice

Unit: _____

Expected added value for your future career: _____

Second choice

Unit: _____

Expected added value for your future career: _____

4. Professional experience: employment or traineeship *(add boxes as necessary)*

From: _____ To: _____

Name of employer: _____

Type of employment: Paid trainee Unpaid/Voluntary Permanent employee

Temporary employee Self employed

Description *(Max 100 words)*: _____

From: _____ To: _____

Name of employer: _____

Type of employment:

- Paid trainee Unpaid trainee Voluntary work
- Permanent employee Temporary employee Self employed
- Other

Description (*Max 100 words*):

5. Have you already worked for a European Institution or Body? Yes No

6. Knowledge of languages

In order for the Trainee to fully profit from the professional training and to be able to follow meetings and perform adequately, all candidates must have a very good knowledge of at least two Community languages, of which one should be English, the working languages of EMSA.

Candidates from Third countries need to have very good knowledge of English.

Please use the following self-assessment scale (*) to indicate your level of knowledge:

Language	Mother tongue(s)	C2	C1	B2	B1	A2	A1

(*) *Common European Framework of Reference (CEF) level*

7. Skills and Competences

Computer skills	
Technical skills and competences	
Communication and organisational skills	
Other relevant skills	

8. Studies or publications on EU, EMSA or Maritime related topics

Have you studied or published papers or articles on EMSA or Maritime related topics, or are you preparing any such studies? Yes No

If so, please specify up to **three** and give details (maximum 150 characters per entry).

9. Requested duration of the Traineeship

3 months

4 months

5 months

10. Permanent address and contact details

Street/N°: _____

Postcode/Zip: _____

Town/Province: _____ Country: _____

Telephone: _____ Mobile phone: _____

Email address: _____

11. Additional personal information

Do you have a physical disability that may require special arrangements to be made if you are chosen?

Yes No

If **YES**, please give details and indicate the nature of the special arrangements you believe would be necessary (150 words maximum):

12. Motivation Letter (Max 250 words)

Please justify your application and interest in the Traineeship Scheme and provide any additional relevant information

Declaration

I certify that the statements made by me in answer to the above questions are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for my exclusion from the Traineeship Scheme or cancellation of my training if my application has been accepted.

I enclose a copy of the university diploma (see [art. 2.2 of the Decision](#))

Date:

Signature