

PRIVATE AND CONFIDENTIAL

Positive Money Europe: Application Form

DO NOT SEND CVs. Please complete each section of this application form or print off a blank copy and write in black ink. Please feel free to use additional space if necessary. If you are completing the form by hand and need to attach additional sheets, please make sure they are clearly marked showing your full name and the question number to which they relate.

Section 1: PERSONAL DETAILS

(please note all of Section 1 and Section 2 will be removed from the application prior to shortlisting)

Title (Mr, Ms etc)

Surname

First name(s)

Contact address

Telephone (home)

Mobile

Telephone (work)

Email

****Please indicate any telephone or email addresses you do not wish to be discreetly contacted on****

ADDITIONAL DETAILS

Positive Money Europe is committed to equality of opportunity and as such will make all reasonable provision for applicants with disability and for applicants with children or dependants.

Please state if there are arrangements you would like us to make if you are called for an interview (if you would rather discuss this in person, then this can be done while arranging interviews).

Can you provide evidence of eligibility to work within the EU? (ID card, Passport)?

Yes / No (delete as applicable)

If you have a working/student visa, please state what type and how long it is valid for:

Do you have an unspent criminal conviction? Yes / No (delete as applicable)

(If yes, please give brief details)

REFEREES

Please supply details of two referees. These should not include relatives, partners or friends. If you are in current employment, one reference must be from your current employer. We will notify you if we intend to take up references prior to the interview. All appointments are subject to the receipt of satisfactory references.

Name:

Job Title:

Organisation:

Address:

Tel:

Email:

Relationship (e.g. line manager/ tutor):

May we contact this referee if you are shortlisted?

Yes / No (delete as applicable)

Name:

Job Title:

Organisation:

Address:

Tel:

Email:

Relationship (e.g. line manager/ tutor):

May we contact this referee if you are shortlisted?

Yes / No (delete as applicable)

Where did you see this position advertised?

DECLARATION

Positive Money Europe is committed to complying with European and Belgian privacy and data protection law.

In accordance with The General Data Protection Regulation I give my consent for the information contained in this application form to be processed in accordance with Positive Money Europe's recruitment processes and Privacy Policy. I understand that if appointed, this application form will become part of my personnel file and that if I am not appointed it will be stored for up to six months then destroyed. I understand I am under no statutory or contractual obligation to provide data to Positive Money Europe during the recruitment process and may object to data processing and / or ask Positive Money Europe to stop data processing at any time.

I declare that the information contained in this form is true and accurate. I understand that false information may lead to any offer of employment being withdrawn, action under the Positive Money Disciplinary Policy or my employment being terminated without notice.

SIGNATURE

DATE

Section 2: EDUCATION AND QUALIFICATIONS

This section will also be removed prior to shortlisting

It is not necessary to list everything, you may list in summary and highlight any that are particularly relevant. You may copy this information directly from your CV

ANY OTHER RELEVANT TRAINING
Please give details of any additional qualifications, membership of professional bodies, and training you have undertaken or are currently undertaking that may be relevant to this application.

SECTION 3: CURRENT/MOST RECENT EMPLOYMENT
(only section 3 and section 4 will be seen by the recruiting panel)

Current/most recent employer's name and address:
(If you are not currently in paid employment please use this space to tell us what you are currently doing)

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Date started:	Date ended (if applicable):
Post held:	Salary:

Please give a description of your current duties and responsibilities:

PREVIOUS PAID/UNPAID EMPLOYMENT
This section should include all employment and experience whether paid or unpaid. Please start with the most recent job and account for all gaps in employment history since leaving full-time education.

You may copy this information directly from your CV. The box will expand as you type. Please include information on

- Name of employer
- Job title and brief description of responsibilities
- Dates of employment

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SECTION 4: PERSONAL STATEMENT
Please read the job description carefully and answer the following questions:

- What skills and experience do you have that make you suitable to apply for this role? (please pay particular attention to the essential skills and experience listed in the job description)
- Why do you want this role and to work for Positive Money Europe?

The information provided in this section will determine whether or not you are invited for an interview. PLEASE KEEP YOUR PERSONAL STATEMENT TO A MAXIMUM OF 2 SIDES OF A4. (the box below will expand as you write)

The following section refers to the skills described as desirable, but not essential in the person specification.

If a number of candidates can demonstrate they have the essential skills above, then the desirable skills will be taken into consideration to help shortlist. If you are able to demonstrate skills or experience related to these desirable criteria, please do so below.

Please return completed applications to: info@positivemoney.eu

Applications must be received by: Tuesday 10th of August at 8 am CET

A first round of Interviews will take place by teleconference between 17 and 20 August. If you are selected to a second round, the interview will take place between 25 and 26 August. (please save the dates in your diary)

Applications received after the deadline will not be considered.