 **Black Sea Trade and Development Bank**

**Application Form**

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| **You are applying for the position of: 104 – Associate, DAS****Applicants must be nationals of the Bank’s Member States (Albania, Armenia, Azerbaijan, Bulgaria, Georgia, Greece, Moldova, Romania, Russia, Türkiye, and Ukraine).****In order for your application to be considered valid, please:*** Complete the Application Form in full.
* Provide an answer to EACH question (box). Please note that if no answer is provided to any of the questions (relevant box is left empty), the application will be disqualified.
* If a question is not applicable to you, please insert “N/A” in the relevant box.
* Do not attach any additional documents (such as CVs, etc.).
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| 1. **Personal Information**
 |
| First Name | Last Name | Date of Birth (DD/MM/YY) | Place of Birth | Gender  | Nationality  | 2nd Nationality (if applicable) |
|  |  |  |  | Choose an item. |  |  |
| 1. **Present Address**
 |
| Street  | No | Postal Code | City | Country |
|  |  |  |  |  |
| 1. **Permanent Address** (if different from above)
 |
| Street | No | Postal Code | City | Country |
|  |  |  |  |  |
| 1. **Communication Data**
 |
| E-mail(s) | Private Telephone No | Business Telephone No | Mobile Telephone No | Preferred Contact No |
|  |  |  |  |  |
| 1. **Academic Education**
 |
| Educational Institution, City,Country | Start Date (DD/MM/YY) | Degree Awarded on (DD/MM/YY) | Exact Title of Degree(s) Awarded (*bachelor or equivalent in…, master or equivalent in…, doctorate in…)* |
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| 1. **Relevant Professional Qualifications/Training/Vocational Education** (Add boxes if necessary)
 |
| Name of Institution, City, Country | Title of Qualification, Certification,Certificate, Award, Diploma etc. | From – To or Date of Award (DD/MM/YY) | Subject (if applicable) |
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| 1. **Relevant Publications** (You should include the following elements: publication title, date, name of journal/institution/university where published, type (official, academic, institutional publication) and whether it was co-authored)
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| 1. **Memberships** (Please list the professional society(ies) you are currently a member, relevant to the position you are applying for)
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| 1. **Language Skills**
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| **Mother Tongue(s)** |  |
| **Other Language(s)** |  |
| **Language** | ***Writing*** | ***Reading*** | ***Speaking*** |
|  | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. |
| 1. **Computer Skills** (Add boxes if necessary)
 |
| Software Package | Level of Expertise |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
| 1. **Work Experience** (Starting with your most **recent position**, please list every employment you have had. Use a separate box for each position. Add boxes if necessary).
 |
| **Current Employer** (Name/Address/Telephone/E-mail) |  |
| Start Date (DD/MM/YY) |  | Name and position title of supervisor |  |
| Position Title |  |
| Number of people supervised by you  |  | Annual Salary (net) in Euro |  |
| Type of Organization |  | Reasons for leaving |  |
| *Description of key functions and responsibilities (up to a max of 250 words)* |
|  |
| **Employer** (Name/Address/Telephone/E-mail) |  |
| Start Date (DD/MM/YY) |  | End Date (DD/MM/YY) |  |
| Position Title |  | Name and position title of supervisor |  |
| Number of people supervised by you  |  | Annual Salary (net) in Euro |  |
| Type of Organization |  | Reasons for leaving |  |
| *Description of key functions and responsibilities (up to a max of 250 words)* |
|  |
| **Employer** (Name/Address/Telephone/E-mail) |  |
| Start Date (DD/MM/YY) |  | End Date (DD/MM/YY)  |  |
| Position Title |  | Name and position title of supervisor |  |
| Number of people supervised by you  |  | Annual Salary (net) in Euro |  |
| Type of Organization |  | Reasons for leaving |  |
| *Description of key functions and responsibilities (up to a max of 250 words)* |
|  |
| **Employer** (Name/Address/Telephone/E-mail) |  |
| Start Date (DD/MM/YY) |  | End Date (DD/MM/YY) |  |
| Position Title |  | Name and position title of supervisor |  |
| Number of people supervised by you |  | Annual Salary (net) in Euro |  |
| Type of Organization |  | Reasons for leaving |  |
| *Description of key functions and responsibilities (up to a max of 250 words)* |
|  |
| 1. **Referees (not relatives):** List three individuals, who are familiar with your character, qualifications and experience and may be approached for references.
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| Name | Job Title | Telephone & E-mail | Company Name & Address |
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| 1. **Additional Information**
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| 1. Have you any objections to our making enquiries of your present employer? Yes [ ]  No [ ]
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| 1. Have you any relatives\*employed by the BSTDB? No [ ]

 Yes [ ]  Please specify name and relationship:  |
| 1. Please list names of any staff members of BSTDB with whom you are personally acquainted:
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| 1. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes [ ]  No [ ]

If yes, please list the legal convictions:  |
| 1. Have you previously applied for a position at BSTDB? Yes [ ]  No [ ]

If yes, when and for which position:  |
| 1. Have you previously been interviewed for a position by the BSTDB? Yes [ ]  No [ ]

If yes, when and for which position: |
| 1. Please specify how soon you will be available if offered a position by the BSTDB:
 |
| 1. How did you learn about this job opening: Choose an item.
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| 1. **Motivation**: Please describe in brief how your experience, knowledge and skills match the requirements of the position you are applying for (minimum130 - maximum 250 words).
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| **The Bank will process your personal data provided herein for the purpose of evaluating your application, in accordance with its Policy on the Protection of Personal Data (**(<https://www.bstdb.org/Protection_of_Personal_Data_Policy.pdf>**). Your personal data will be retained for three (3) years after the closure of the application process and may be considered for future vacancies. In case you have a query regarding the protection of your personal data, or in case you wish to exercise your rights as Data Subject, please contact BSTDB’s Data Protection Officer, at** **dpo@bstdb.org****.****In submitting this application, I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. It is understood that any misrepresentation by me in this Application Form may serve as a sufficient ground for the cancellation of this application and/or separation from the Bank if already employed.****I am aware that I will be requested to supply supporting documents in support of the statements I made for this application**.**Name: Date:** |

**\***Father, mother, step-mother/father, sister, brother, step-sister/brother, son, daughter, step-children, aunts, uncles, nieces, nephews, first cousins, parents-in-law, sister/brother in-law or daughter/son in-law, grand-mother/father/son/ daughter of a member of the Bank’s management, member of the Board or staff member.