

STRENGTHENING PUBLIC ADMINISTRATION IN SERBIA

Rule of Law

PLEASE NOTE: THIS IS NOT THE APPLICATION FORM

THIS IS THE LIST OF 39 QUESTIONS WE WILL ASK YOU IN THE APPLICATION FORM SO YOU CAN BE READY FOR COMPLETING IT ONLINE.

THE LINK TO THE APPLICATION FORM IS AVAILABLE ON THE BRITISH COUNCIL WEBSITE.

Welcome to the application process for the programme 'Strengthening Public Administration in Serbia (focus on Rule of Law)'

Q1: Have you already participated in the internships component of the EU-funded Speak European project or internships (Professional Development in the UK) programmes funded by the British Embassy and implemented by the British Council?

Yes

No

PAGE 1: PERSONAL DETAILS

Q2: First name (exactly as in your passport)

Q3: Surname (exactly as in your passport)

Q4: Gender

Q5: Date of birth (DD/MM/YYYY)

Q6: Place of birth

Q7: City or town of main residence

Q8: Do you hold a new (red) passport with a period of at least six months' validity?

Candidates must hold a valid passport, and have no restrictions on their travel to the UK during the period of the placement. UK visa applications will be assisted by the British Council. However, it is the responsibility of every candidate to obtain all necessary documentation on time.

PAGE 2: WORK DETAILS

Q9: Current institution of employment

Q10: Department

Q11: Current position

Q12: Main activities and responsibilities

Q13: In present institution from (MM/YYYY)

Q14: Professional address

Q15: Office phone (landline)

Q16: Mobile

Q17: Email address:

Q18: Alternative email address:

PAGE 3: RELEVANCE OF YOUR CURRENT POSITION FOR EU ACCESSION

Q19: An important factor in the selection of candidates will be the relevance of their position and current responsibilities within the EU accession process. Please explain clearly the relevance of your work experience to the accession process, distinguish where you have shared and sole responsibilities.

(Your statement should be no longer than 5,000 characters with spaces in total)

Q20: On the basis of your recent work experience, prospective tasks you will be involved in, or the main areas of your technical expertise, please explain (a). why you should be selected for this work placement programme and (b) how this experience can benefit the sector in which you work, your institution and your own professional development.

(Your statement should be no longer than 5,000 characters with spaces in total)

PAGE 4: PERSONAL OBJECTIVES FOR THE WORK PLACEMENT IN THE UK

Please dedicate the most of your time into completing this section.

Q21: Area of general interest

Q22: Area of particular interest

Q23: Learning objectives

Q24: 1st option – please specify preferred institution in the UK

Q25: 2nd option – please specify an alternative

Q26: Following your initial answers to questions 21-25 please describe as detailed as possible how you see the placement would best fit your learning objectives. To us it is important to see that you have done an initial research of potential host institutions and appropriate departments and that you are in great deal clear what kind of progress you would like to experience and bring back with you from this placement.

(Your statement should be no longer than 5,000 characters with spaces in total)

Q27: Given your current position, do you have a vision/concrete idea how to apply the knowledge acquired during the internship? Please describe your ideas.

(Your statement should be no longer than 5,000 characters with spaces in total)

PAGE 5: WORK EXPERIENCE

Q28: Please list two previous positions you held before the current one by giving the most recent first. Please leave blank if you do not have previous experience to the current position.

Position 1:

Dates:

Name of employer:

Department:

Main activities and individual responsibilities:

Position 2:

Dates:

Name of employer:

Department:

Main activities and individual responsibilities:

Q29: Other relevant experience (you may use this space to add any further details of activities and interest that you pursue outside your work i.e. voluntary and community-based activities, cultural and educational activities)

PAGE 6: PERSONAL SKILLS AND COMPETENCES

Q30: Languages skills and competences – Please indicate your competence in English on a scale from 1 (basic) to 5 (excellent) for each of the following skills:

English: Reading-Writing-Listening-Speaking

If you have already taken recognised English language test please indicate below the name and year of the test, the score achieved:

Q31: Please indicate your competence in other foreign language if any, on a scale from 1 (basic) to 5 (excellent). In case you don't speak any other foreign language please leave this question blank.

Choose your answer: German-French-Russian-Spanish-Italian

Other language(s) not listed above:

Q32: Please list your strongest professional qualities

Q33: Other skills and competences

PAGE 7: ACADEMIC AND OTHER RELEVANT QUALIFICATIONS

Q34: FORMAL EDUCATION

Feel free to enter more than one, giving the most recent first (to include university education but also postgraduate certificates and training courses)

Institution 1:

Degree:

Theme/Area:

Date when you obtained the degree:

Institution 2:

Degree:

Theme/Area:

Date when you obtained the degree:

Institution 3:

Degree:

Theme/Area:

Date when you obtained the degree:

Q35: PROFESSIONAL DEVELOPMENT ACTIVITIES

Feel free to enter more than one.

Institution 1:

Course which included topics related to the EU:

Dates (from-to):

Theme/Area covered by the course:

Location of training:

Institution 2:

Course which included topics related to the EU:

Dates (from-to):

Theme/Area covered by the course:

Location of training:

Institution 3:

Course which included topics related to the EU:

Dates (from-to):

Theme/Area covered by the course:

Location of training:

Q36: What professional interests would you like to develop further in the next three years? Please describe.

PAGE 8: KNOWLEDGE ABOUT THE PROGRAMME

Q37: How did you first learn about the programme? Please choose one of the answers.

- from my superior
- from a colleague
- from a friend
- SEIO website
- British Council website
- email from SEIO
- SEIO social media channels
- British Council social media channels
- Other: _____

PAGE 9: OTHER COMMENTS

Q38: Use this space to add any further information relevant to your application or the selection process, which you would like to bring to our attention at this stage. This should include only information which does not logically fit into any other statement or question within this application form.

PAGE 10: PERSONAL COMMITMENTS

All applicants to the programme 'Strengthening Public Administration in Serbia (focus on Rule of Law)' are required to inform their line managers/heads of unit that they have applied. If selected, it is expected that the applicant will be given a leave of absence of six weeks for the internship by their institution. By submitting this application, you are confirming that your line manager/head of unit has been informed about your application.

Q39: Please give the name and contact details of the person you have informed below

Name:

Title/position:

Work address:

Telephone (landline):

Mobile:

Email address:

In submitting this application, I confirm that:

- (I) I have informed my line manager/head of unit, whose details I have provided above, that I have applied for this internship programme, and that I will be given a leave of absence of six weeks for this purpose should I be selected
- (II) I understand that, if I am successful in my application and take up the offer of an internship, I will be required to continue my work in the public administration after returning to Serbia
- (III) I have no legal or other restrictions on travelling to the UK
- (IV) Following my return to Serbia, I am willing to contribute to the overall aim of sharing and presenting the knowledge, experience and understanding, which I have gained through my participation in the internship programme, with my institution and other relevant institutions in the public administration. I am aware that my attendance at the final presentations event is mandatory
- (V) I certify that the information provided in this application is to the best of my knowledge true and accurate. I understand that if the information provided is found to be false or misleading, my application may be rejected.

Signed by (Applicant):

Name:

Date:

The British Council collects your personal data to enable any requests arising from the submission of this form to be processed, including contacting you to progress your request.

Under UK Data Protection law you have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. If you want more information about this please contact your local British Council office (<http://www.britishcouncil.rs/en/contact>) or see our Data Protection website (<http://www.britishcouncil.org/privacy-cookies/data-protection>).