

Annex II



Please fill in electronically, save as PDF, add required attachments and email to [nasstec@muse.it](mailto:nasstec@muse.it)

*For office use only*

F.A.O.  
MUSE - Museo Delle Scienze  
Corso del lavoro e della scienza, 3  
38123 Trento  
Italy

**Subject: Job advert for a fixed-term contract for one position as NASSTEC Project Manager for the whole project duration regulated by local Act LP 23/1990, art. 39/12 and DGP 2986 dd. 23.12.2010 and its subsequent amendments as a "co.co.co." (*collaborazione coordinata e continuativa*)**

## APPLICATION FORM FOR 'NASSTEC' PROJECT MANAGER

### NASSTEC

The NATive Seed Science, TEchnology and Conservation Initial Training Network  
Contract N. PITN-GA-2013-607785 - 1.4.2014 - 31.3.2018)  
FP7 - Marie Curies Initial Training Network

### SELF DECLARATION/CERTIFICATION

This application form includes self declarations/certifications according to art. 46 and 47 of Act DPR 445/2000. In making these declarations the applicant guarantees that the information provided is true and s/he is aware s/he will be held responsible and liable to prosecution for providing false information or fraudulent documents, according to art. 75 and 76 of Act DPR 445/2000 and that in such case, s/he will be immediately excluded from the selection and stripped of any benefit gained.

The undersigned

(Surname) \_\_\_\_\_

*(Married women please specify maiden name)*

(Name/s) \_\_\_\_\_

place of birth \_\_\_\_\_

country \_\_\_\_\_ date of birth \_\_\_\_\_

permanent address \_\_\_\_\_

town / city \_\_\_\_\_ postcode \_\_\_\_\_

country \_\_\_\_\_

temporary address (if any) \_\_\_\_\_

town / city \_\_\_\_\_ postcode \_\_\_\_\_

country \_\_\_\_\_

home telephone \_\_\_\_\_, office telephone \_\_\_\_\_

mobile telephone \_\_\_\_\_

e-mail address \_\_\_\_\_

Address where all correspondence related to the current advert should be sent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Only for Italian nationals

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having examined the job advertisement for NASSTEC project manager

## S U B M I T S

the following application for this position. Under her/his responsibility s/he:

### D E C L A R E S   A N D   C E R T I F I E S   T H A T :

<b>1)</b>	s/he was born in _____ country _____ on the following date: _____ ;
<b>2)</b>	her/his nationality is _____ ;
<b>3)</b>	s/he is physically fit for the position advertised (MUSE is an equal opportunity employer and will promote and facilitate the participation of disabled people);
<b>4)</b>	s/he is registered as a voter for the elections in her/his own country in the following town / city _____ country _____ ; or that s/he is not registered or s/he has been cancelled from the electoral lists for the following reasons: _____ ;

NASSTEC project manager application form

<p><b>5)</b></p>	<p>s/he has all civil and political rights in her/his home country  <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>(delete as appropriate)</i>                      or that s/he has been denied all civil and political rights for the following reasons                      _____ ;</p>
<p><b>6)</b></p>	<p>s/he has pending military obligation:  <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>(delete as appropriate)</i>                      or that s/he has the following military obligations: _____                      _____</p>
<p><b>7)</b></p>	<p>s/he has committed penal crimes, or s/he has convictions or plea bargain or a judicial order about preventive or security measures, or a judicial order written on the criminal records, or has a criminal record,  <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>(delete as appropriate)</i>                      If YES, please provide full details:                      _____ ;</p>
<p><b>8)</b></p>	<p>s/he has pending penal trials in a court of law:  <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>(delete as appropriate)</i>                      if YES, please provide full details: _____                      nature of the crime _____                      legal authority where the trial is taking place _____                      located in (city) _____ country _____ ;</p>
<p><b>9)</b></p>	<p>s/he has not been dismissed because of fraudulent documents or having carried out irregular activities at work:  <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>(delete as appropriate)</i></p>
<p><b>10)</b></p>	<p>s/he is aware that s/he is not eligible for this position if s/he has been dismissed by a public administration within the last 5 years for proven negligence or for article 32/5 of the Italian Criminal Code or for the unsuccessful completion of a probation period for a similar position;</p>
<p><b>11)</b></p>	<p>s/he has been awarded the following first level academic degree:                      _____                      in date _____ by the University of _____                      address _____                      with the following final mark: _____ and duration _____ ;</p>
<p><b>12)</b></p>	<p>s/he has been awarded the following further post-graduate academic degree/s or other post-graduate professional qualification:                      1.                      _____                      in date _____ by the University of _____                      address _____</p>

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	<p>with the following final mark: _____ and duration _____ ;</p> <p>2. _____</p> <p>in date _____ by the University of _____</p> <p>address _____</p> <p>with the following final mark: _____ and duration _____ ;</p> <p>3. _____</p> <p>in date _____ by the University of _____</p> <p>address _____</p> <p>with the following final mark: _____ and duration _____ ;</p>
<b>13)</b>	<p>s/he qualifies for a preferential condition/s that will be used to give preference to the applicant in case of equal position in final rank order as specified in annex A of the Job advert:</p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p><i>(delete as appropriate)</i></p> <p>If YES please specify the preferential condition and the employer (if applicable)</p> <p>_____ ;</p> <p><i>(if left blank, the applicant will be considered as not qualifying for any special condition);</i></p>
<b>14)</b>	<p>s/he belongs to the following special category/ies listed in Act 68/1999 (list of protected categories)</p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p><i>(delete as appropriate)</i></p> <p>If YES please specify the special category/ies you are registered for and the registration authority:</p> <p>_____ ;</p>
<b>15)</b>	<p>S/he has a disability listed in art. 3 of local Act 8/2003 or in art. 3 of Act 104/1992 and needs special assistance:</p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p><i>(delete as appropriate)</i></p> <p>If YES specify the disability and the assistance required</p> <p>_____ ;</p> <p><i>(if left blank, the applicant will not benefit of the special assistance granted );</i></p> <p><b>(the applicant must attach – in original or certified copy – a statement issued by the relevant medical authority specifying the handicap and the special assistance needed)</b></p>
<b>16)</b>	<p>s/he is available to work on any MUSE site.</p>
<b>17)</b>	<p>s/he has the following valid driving licence number _____</p> <p>issued by _____, country _____,</p> <p>issue date _____ expiry date _____</p>

**S/he is also aware that all the eligibility requirements and qualifications must be held at the closing date of this advert and that s/he is required to inform promptly MUSE of any variation in the data specified in the application.**

S/he is attaching to this application:

NASSTEC project manager application form

- a photocopy of a valid identity document - please specify document type: \_\_\_\_\_, number \_\_\_\_\_, issuing authority \_\_\_\_\_, issuing date \_\_\_\_\_, expiry date \_\_\_\_\_;
- the CV (*curriculum vitae et studiorum*), in the format specified in the following annex III, making sure it includes information on work experience, academic qualifications, proficiency in English and experience in project management;
- N. \_\_\_ academic reference letters prepared by a former tutor or former employer providing details on the personal skills, abilities and experiences referred to the last 3 years;
- any additional statement required by point 15).

The declarations made at point 4), 8) and 15) do not have self-certification value. *The preferences detailed at point 13) and referred to in annex A of the job advert are enforced by MUSE below the thresholds of 7% and 1% of the relevant categories.*

The information provided in the application form will be handled according to the personal data protection Act (DL 196/2003, art. 13), only for the purpose of this job selection, ensuring utmost confidentiality as specified in Annex B.

The applicant is aware that the self declarations/certifications made in this application according to Act DPR 445/2000 also extend their validity to all attached documents. Therefore with this application the applicant guarantees that the information provided in all attached documents is also true.

Missing, incomplete, imprecise or partial information will not be considered.

I confirm that the above answered is correct and true.

Location and date \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

*Please note that to be valid, the application form **MUST BE SIGNED** by the candidate. Non-signed applications will not be considered.*

*For office use only*

Date and stamp

The receiving officer

\_\_\_\_\_

\_\_\_\_\_

Annex III

## **CURRICULUM VITAE ET STUDIORUM**

*(maximum length of 4 pages (excluding this cover) with minimum character size of 11 points and minimum 2 cm borders) Please fill in electronically, save as PDF, attach to the application and email together to [nasstec@muse.it](mailto:nasstec@muse.it)*

### **SELF DECLARATION/CERTIFICATION**

This CV is in the format of a self declaration/certification according to art. 46 and 47 of Act DPR 445/2000. The applicant guarantees that the information provided is true and s/he is aware s/he will be held responsible and liable to prosecution for providing false information or fraudulent documents, according to art. 75 and 76 of Act DPR 445/2000 and that in such case, s/he will be immediately excluded from the selection and stripped of any benefit gained.

The undersigned

(Surname) \_\_\_\_\_

*(Married women please specify maiden name)*

(Name/s) \_\_\_\_\_

place of birth \_\_\_\_\_

country \_\_\_\_\_ date of birth \_\_\_\_\_

Only for Italian nationals

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in relation to the application for the position of NASSTEC project manager, under her/his responsibility s/he

**DECLARES AND CERTIFIES THAT:**

the following information constitutes her/his *curriculum vitae et studiorum* including data on work experience, academic qualifications, proficiency in English and experience in project management

**INSERT CV**

I confirm that the above information is correct and true.

Location and date \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**Please note that the CV MUST BE SIGNED by the candidate.**