

Vacancy Notice title	
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Reference Number of the Vacancy Notice (This reference should be quoted in any correspondence)	
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YOU MUST FILL IN THE ECHA CV IN FULL.
 THE INFORMATION PROVIDED IN THIS ECHA CV IS SUBJECT TO EU LEGISLATION ON PROTECTION OF PERSONAL DATA AND CONFIDENTIALITY OF INFORMATION.

1) SURNAME(S) FORENAME(S) PREVIOUS SURNAME(S)¹ (IF APPLICABLE)

2) ADDRESS FOR CORRESPONDENCE EMAIL 1
 EMAIL 2
 TEL. WORK
 TEL. HOME
 MOBILE TEL.

3) PERMANENT ADDRESS (IF DIFFERENT FROM 2.)

4) PLACE OF BIRTH DATE OF BIRTH (DD/MM/YY) PRESENT NATIONALITY (IF DUAL, INDICATE BOTH)

5) GENDER M
 F

6) KNOWLEDGE OF LANGUAGES MOTHER TONGUE _____

OTHER LANGUAGES ²	UNDERSTANDING		SPEAKING		WRITING
	LISTENING	READING	SPOKEN INTERACTION	SPOKEN PRODUCTION	
1.					
2.					
3.					
4.					

¹ Please indicate any other surname(s) by which you have been known in the past (e.g. birth name, previous married name), and which appear in any of your documents.

² Please indicate the appropriate level (A1, A2, B1, B2, C1, C2) in the corresponding box (Listening, Reading, Spoken interaction, Spoken production and Writing), using the European self assessment grid as reference (see enclosure: European levels – Self assessment grid).

7) EDUCATION AND TRAINING

SECONDARY EDUCATION OR TRAINING (IN CHRONOLOGICAL ORDER)					
NAME OF ESTABLISHMENT	DATES (FROMTO)	SUBJECT(S)	TITLE OF THE QUALIFICATION IN ORIGINAL LANGUAGE AND IN ENGLISH	DATE OF AWARD (DD/MM/YY)	LEVEL ³

POST-SECONDARY EDUCATION OR TRAINING (IN CHRONOLOGICAL ORDER)					
NAME OF ESTABLISHMENT	DATES (FROMTO)	SUBJECT(S)	TITLE OF THE QUALIFICATION IN ORIGINAL LANGUAGE AND IN ENGLISH	DATE OF AWARD (DD/MM/YY)	LEVEL ³

UNIVERSITY EDUCATION (IN CHRONOLOGICAL ORDER)					
NAME OF ESTABLISHMENT	DATES (FROMTO)	SUBJECT(S)	TITLE OF THE QUALIFICATION IN ORIGINAL LANGUAGE AND IN ENGLISH	DATE OF AWARD (DD/MM/YY)	LEVEL ³

POST-GRADUATE STUDIES (IN CHRONOLOGICAL ORDER)					
NAME OF ESTABLISHMENT	DATES (FROMTO)	SUBJECT(S)	TITLE OF THE QUALIFICATION IN ORIGINAL LANGUAGE AND IN ENGLISH	DATE OF AWARD (DD/MM/YY)	LEVEL ³

OTHER CERTIFICATED EDUCATION OR TRAINING (IN CHRONOLOGICAL ORDER)					
NAME OF ESTABLISHMENT	DATES (FROMTO)	SUBJECT(S)	TITLE OF THE QUALIFICATION IN ORIGINAL LANGUAGE AND IN ENGLISH	DATE OF AWARD (DD/MM/YY)	LEVEL ³

³ Indicate one of the following: a) Lower secondary, b) Upper secondary or equivalent, c) Post-secondary (non university) or equivalent, d) University degree (3 years), e) University degree (4 or more years), f) Post-graduate qualification, g) other.

- 8) EMPLOYMENT:
 STARTING WITH YOUR PRESENT POST, LIST IN REVERSE CHRONOLOGICAL ORDER EVERY EMPLOYMENT YOU HAVE HAD. INCLUDE ALSO MILITARY SERVICE (OR ALTERNATIVE CIVIL SERVICE).

PRESENT OR MOST RECENT EMPLOYMENT		
NAME AND FULL ADDRESS OF EMPLOYER		
SECTOR OF ACTIVITY		
FROM (DD/MM/YY)	TO (DD/MM/YY)	TOTAL DURATION (YY/MM/DD)
JOB TITLE AND GRADE (IF APPLICABLE)		
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	% OF FT WORKED
PAID <input type="checkbox"/>	UNPAID <input type="checkbox"/>	
DESCRIPTION OF TASKS		
LANGUAGES USED		
NUMBER AND TYPE OF STAFF AND TOTAL BUDGET UNDER YOUR RESPONSIBILITY (WHERE APPLICABLE)		
NAME AND CONTACT DETAILS OF SUPERVISOR		
PERIOD OF NOTICE REQUIRED		

PREVIOUS EMPLOYMENT		
NAME AND FULL ADDRESS OF EMPLOYER		
SECTOR OF ACTIVITY		
FROM (DD/MM/YY)	TO (DD/MM/YY)	TOTAL DURATION (YY/MM/DD)
JOB TITLE AND GRADE (IF APPLICABLE)		
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	% OF FT WORKED
PAID <input type="checkbox"/>	UNPAID <input type="checkbox"/>	

DESCRIPTION OF TASKS
LANGUAGES USED
NUMBER AND TYPE OF STAFF AND TOTAL BUDGET UNDER YOUR RESPONSIBILITY (WHERE APPLICABLE)
NAME AND CONTACT DETAILS OF SUPERVISOR

PREVIOUS EMPLOYMENT		
NAME AND FULL ADDRESS OF EMPLOYER		
SECTOR OF ACTIVITY		
FROM (DD/MM/YY)	TO (DD/MM/YY)	TOTAL DURATION (YY/MM/DD)
JOB TITLE AND GRADE (IF APPLICABLE)		
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	% OF FT WORKED
PAID <input type="checkbox"/>	UNPAID <input type="checkbox"/>	
DESCRIPTION OF TASKS		
LANGUAGES USED		
NUMBER AND TYPE OF STAFF AND TOTAL BUDGET UNDER YOUR RESPONSIBILITY (WHERE APPLICABLE)		
NAME AND CONTACT DETAILS OF SUPERVISOR		

PREVIOUS EMPLOYMENT
NAME AND FULL ADDRESS OF EMPLOYER
SECTOR OF ACTIVITY

FROM (DD/MM/YY)	TO (DD/MM/YY)	TOTAL DURATION (YY/MM/DD)
JOB TITLE AND GRADE (IF APPLICABLE)		
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	% OF FT WORKED
PAID <input type="checkbox"/>	UNPAID <input type="checkbox"/>	
DESCRIPTION OF TASKS		
LANGUAGES USED		
NUMBER AND TYPE OF STAFF AND TOTAL BUDGET UNDER YOUR RESPONSIBILITY (WHERE APPLICABLE)		
NAME AND CONTACT DETAILS OF SUPERVISOR		

PREVIOUS EMPLOYMENT		
NAME AND FULL ADDRESS OF EMPLOYER		
SECTOR OF ACTIVITY		
FROM (DD/MM/YY)	TO (DD/MM/YY)	TOTAL DURATION (YY/MM/DD)
JOB TITLE AND GRADE (IF APPLICABLE)		
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	% OF FT WORKED
PAID <input type="checkbox"/>	UNPAID <input type="checkbox"/>	
DESCRIPTION OF TASKS		
LANGUAGES USED		
NUMBER AND TYPE OF STAFF AND TOTAL BUDGET UNDER YOUR RESPONSIBILITY (WHERE APPLICABLE)		

NAME AND CONTACT DETAILS OF SUPERVISOR

PREVIOUS EMPLOYMENT		
NAME AND FULL ADDRESS OF EMPLOYER		
SECTOR OF ACTIVITY		
FROM (DD/MM/YY)	TO (DD/MM/YY)	TOTAL DURATION (YY/MM/DD)
JOB TITLE AND GRADE (IF APPLICABLE)		
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	% OF FT WORKED
PAID <input type="checkbox"/>	UNPAID <input type="checkbox"/>	
DESCRIPTION OF TASKS		
LANGUAGES USED		
NUMBER AND TYPE OF STAFF AND TOTAL BUDGET UNDER YOUR RESPONSIBILITY (WHERE APPLICABLE)		
NAME AND CONTACT DETAILS OF SUPERVISOR		

PREVIOUS EMPLOYMENT		
NAME AND FULL ADDRESS OF EMPLOYER		
SECTOR OF ACTIVITY		
FROM (DD/MM/YY)	TO (DD/MM/YY)	TOTAL DURATION (YY/MM/DD)
JOB TITLE AND GRADE (IF APPLICABLE)		
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	% OF FT WORKED
PAID <input type="checkbox"/>	UNPAID <input type="checkbox"/>	

DESCRIPTION OF TASKS
LANGUAGES USED
NUMBER AND TYPE OF STAFF AND TOTAL BUDGET UNDER YOUR RESPONSIBILITY (WHERE APPLICABLE)
NAME AND CONTACT DETAILS OF SUPERVISOR

CAREER BREAKS (IF APPLICABLE)		
FROM (DD/MM/YY)	TO (DD/MM/YY)	REASON

9) **EXPERIENCE AND EXPERTISE**
 GIVE A BRIEF ACCOUNT OF YOUR EXPERIENCE AND EXPERTISE RELEVANT TO THE TASKS LISTED IN THE VACANCY NOTICE; INCLUDING MANAGERIAL/SUPERVISORY EXPERIENCE, WHERE APPLICABLE (MAX. 150 WORDS)

10) **SKILLS AND PERSONAL QUALITIES**
 DESCRIBE BRIEFLY SKILLS AND PERSONAL QUALITIES THAT YOU CAN BRING TO THE JOB? (MAX. 150 WORDS)

11) **REACH, CLP AND BIOCIDES REGULATIONS**
 GIVE A BRIEF ACCOUNT OF ANY PREVIOUS INVOLVEMENT IN REACH, CLP OR BIOCIDES REGULATIONS (MAX. 50 WORDS).

- 12) MULTILINGUAL/MULTICULTURAL EXPERIENCE
 GIVE A BRIEF ACCOUNT OF ANY EXPERIENCE YOU MAY HAVE OF WORKING ABROAD OR IN A MULTILINGUAL/MULTICULTURAL ENVIRONMENT.

- 13) COMPUTER SKILLS

SOFTWARE/SYSTEM	LEVEL OF COMPETENCE (BASIC, PROFICIENT USER, ADVANCED USER, ADMINISTRATOR, EXPERT)

- 14) ACADEMIC/PROFESSIONAL PUBLICATIONS TO YOUR NAME (RELEVANT TO THE JOB)

- 15) REFERENCES: PLEASE GIVE THE NAMES AND ADDRESSES OF THREE PERSONS NOT RELATED TO YOU, WHO KNOW YOU PROFESSIONALLY AND/OR PERSONALLY; INCLUDING AT LEAST ONE SUPERVISOR.

FULL NAME	CONTACT TELEPHONE NO. OR EMAIL ADDRESS	OCCUPATION OR PROFESSION	PERMISSION TO CONTACT (YES/NO)

16) PLEASE ADD HERE ANY FURTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION:

I, THE UNDERSIGNED, DECLARE THAT THE INFORMATION PROVIDED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE.

- I FURTHER DECLARE THAT:
 - I AM A NATIONAL OF A MEMBER STATE OF THE EUROPEAN UNION OR A NATIONAL OF THE EUROPEAN ECONOMIC AREA (NORWAY, ICELAND, LIECHTENSTEIN).
 - I HAVE NOT BEEN DEPRIVED OF MY CIVIC RIGHTS.
 - I HAVE COMPLIED WITH THE PROVISIONS OF ALL MILITARY RECRUITMENT LAWS APPLICABLE TO ME.
 - I UNDERTAKE TO SUBMIT, AS SOON AS REQUESTED, ANY DOCUMENTS IN SUPPORT OF THE ABOVE STATEMENTS AND DECLARATIONS.
 - I REALISE THAT ANY FALSE STATEMENT OR OMISSION, EVEN IF UNINTENDED ON MY PART, MAY LEAD TO THE CANCELLATION OF MY APPLICATION OR MAY RENDER MY APPOINTMENT LIABLE TO TERMINATION.
 - I AM WILLING TO FILL IN THE ECHA FORM RELATED TO CONFLICT OF INTERESTS IF I AM PLACED ON THE RESERVE LIST.
 - I AM WILLING TO UNDERGO THE PRESCRIBED MEDICAL EXAMINATION PRIOR TO APPOINTMENT AND TO PROVIDE EVIDENCE TO THE EFFECT THAT I HAVE NO CRIMINAL RECORD.
 - I HAVE READ AND ACCEPTED THE CONDITIONS SET OUT IN THE CALL FOR EXPRESSIONS OF INTEREST, GUIDELINES AND OTHER DOCUMENTS RELEVANT TO THIS SELECTION WHICH HAVE BEEN PUBLISHED TOGETHER WITH THIS APPLICATION FORM ON THE ECHA WEBSITE.

DATE AND SIGNATURE

(TO BE SIGNED ON THE DATE OF A POSSIBLE INTERVIEW WITH THE SELECTION BOARD)

EUROPEAN LEVELS – SELF ASSESSMENT GRID

Highly Restricted

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.