 **Caribbean Telecommunications Union**

**Application for the Position of**

**Secretary General**

**Application Deadline:Friday 21st August at 4:00pm EST.**

# **GENERAL INFORMATION**

|  |  |
| --- | --- |
| Title  (e.g. Mr, Miss, Mrs, Dr.) |  |
| Surname |  |
| Other Names |  |
| Date of Birth |  |
| Nationality |  |
| Home Address |  |
| Home Telephone (including country code) |  |
| Mobile Telephone |  |
| Work Telephone  (if it is convenient for contacting you) |  |
| Email Address\*\*  \*\* This will be the primary method by which you will be contacted. |  |
| Have you previously been employed with/sought employment with CTU?  If YES, please give details | Yes  No |

# **PRESENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Address |  |
| Telephone Number |  |
| Job Title |  |
| Date of Commencement at Organisation |  |
| Date of Commencement at current position |  |
| Present Salary (US$) |  |
| Additional payments or benefits |  |
| Please give a brief description of your duties |  |
| Notice required |  |
| Reason for leaving |  |

# **PAST EMPLOYMENT HISTORY**

*Please list your work experience since leaving full time education. Start with the most recent past employer.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates (dd-mm-yy)** | | **Employer’s name**  **and address** | **Job Title** | **Brief summary of duties**  **Major accomplishments**  **Reasons for leaving** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Please add rows as required*

# **PERIODS WHEN NOT EMPLOYED**

*All gaps/periods between jobs must be accounted for. Please provide details of periods of unemployment or the reason for any gap in employment and reasons for these*

|  |  |  |
| --- | --- | --- |
| **Dates (dd-mm-yy)** | | Reason |
| From | To |
|  |  |  |
|  |  |  |

*Please add rows as required*

# **VOLUNTARY/UNPAID ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates (dd-mm-yy) | | **Position** | **Brief details of duties** | **Name of organisation** |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Please add rows as required*

# **EDUCATION HISTORY** *You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates (dd-mm-yy)** | | **Name & address of College / University** | **Examinations Passed** | | |
| **From** | **To** | **Awarding Body** | Qualification | Grade |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Please add rows as required*

# **OTHER QUALIFICATIONS**

|  |  |
| --- | --- |
| **Date Awarded** | **Qualification** |
|  |  |
|  |  |

*Please add rows as required*

# **AWARDS AND RECOGNITION**

|  |  |
| --- | --- |
| **Date Awarded** | **Award** |
|  |  |

*Please add rows as required*

# **SUPPLEMENTARY QUESTIONS**

|  |
| --- |
| Do you have any past, present or pending convictions, cautions, warnings, or prosecutions?  Yes  No  **If yes, you are required to provide details of the offence(s), and attach it to this application.** |
| Do you have a personal relationship with any employee of the CTU or a member of the current Executive Council or General Conference of Ministers? Yes  No  If yes, please give details |
| What are your personal interests and hobbies? |
| Website or publication in which advertisement was seen |
| Do you have a disability? Yes  No  If so, please state what type of reasonable adjustment would be necessary to assist you during the recruitment and selection process and/or at work. |
| Are you a member of a professional body? Yes  No  If yes, please specify : |
| What languages do you speak or write? Please indicate for oral or written communication on a scale from 1-5 where 1 is fair and 5 is very well.   |  |  |  | | --- | --- | --- | | **Language** | **Score** | | | **Oral** | **Written** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

# **REFERENCES**

Please give the names and addresses and contact details of two referees

|  |  |
| --- | --- |
| Name of referee: | Name of referee: |
| Job Title: | Job Title: |
| Name and address of organisation:    Postcode: | Name and address of organisation:    Postcode: |
| Email address | Email address |
| Telephone number | Telephone number |
| Relationship to you | Relationship to you |
| May we approach this referee before an interview?  Yes  No | May we approach this referee before an interview?  Yes  No |

# **DECLARATION**

I declare that the information set out in this application form is true, accurate and complete. I also understand that if I have omitted facts that may have a bearing on my application or if there are any anomalies on this form, these will be explored by the CTU. I acknowledge that any false statement will result in my rejection as a candidate or dismissal if appointed, and if appropriate, that the matter may be referred to the police.

I expressly agree that the CTU may use and process the information on this form as necessary and for any legitimate purposes of the organisation related to this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  |  |  |
| Name |  |  | Date |

# **CONFIDENTIALITY**

The CTU commits to hold the information submitted by applicants in strict confidence. The information will only be used for assessment of the candidates.

# **SUPPORT STATEMENT**

Please state the approach you propose to adopt to fulfil the responsibilities of the position of Secretary General of the Caribbean Telecommunications Union using your knowledge, skills, experience and personal qualities. Do not exceed 1,500 words.