REPUBLIKA E KOSOVËS - РЕПУБЛИКА КОСОВО - REPUBLIC OF KOSOVO
GJYKATA KUSHTETUESE
УСТАВНИ СУД
CONSTITUTIONAL COURT

APPLICATION FORM FOR EMPLOYMENT WITH THE SECRETARIAT OF THE CONSTITUTIONAL COURT OF KOSOVO

Instruction: Please answer each question clearly and completely.

1. Position applied for

2. Personal history:

First Name:	Family Name:	Father's Name:	Family Name:
Sex: Male Female	Date of birth:	Place of birth:	Marital status:
Permanent address:		Present address:	
Permanent phone number:		Present phone number:	
Fax number (if any):		Email address (if any):	
Citizenship:		Nationality:	

Contact information will be used for further communication with you.

3. Education:

A. University				
Name, Place and Country	Attended from	to	Degrees and academic distinctions obtained	Main course of study

B. Schools and other forms of education from the age of 14 (e.g. high school, secondary school, etc.)				
Name, Place and Country	Attended from	to	Type of school	Certificates or diplomas obtained

4. Have you completed professional exam?

❑ YES	❑ Administrative exam ❑ Bar exam ❑ Other (please specify)
❑ NO	

5. Courses/trainings completed:

Name, Place and Country	Attended		Type of course/training
	from	to	

6. Membership/activities in professional associations:

7. Employment record (starting from your present or last post, list in reverse order every employment you have had, after completion of your education, which is requirement for the position you are applying. Use a separate block for each post. If you need more space, attach additional pages or in Word processing software add more blocks to this table):

1	From (month, year):	To (month, year):	Exact title of your post:
Name of Employer (institution, enterprise):			Address of Employer (institution, enterprise):
Name of Supervisor:			
Description of your duties:			
References (if any), contact person and phone number:			

2	From (month, year):	To (month, year):	Exact title of your post:
Name of Employer (institution, enterprise):			Address of Employer (institution, enterprise):
Name of Supervisor:			
Description of your duties:			
References (if any), contact person and phone number:			
3	From (month, year):	To (month, year):	Exact title of your post:
Name of Employer (institution, enterprise):			Address of Employer (institution, enterprise):
Name of Supervisor:			
Description of your duties:			
References (if any), contact person and phone number:			

8. Knowledge of foreign languages:

Language	Knowledge				
	A	B	C	D	**A** –*excellent*: - equivalent to the mother tongue.
	A	B	C	D	**B** – *Very good*: - fluency in conversation and accuracy in writing; an employee is expected to use independently foreign language in work assignments and prepare different papers related to job.
	A	B	C	D	**C** – Moderate*:* - good command of language; an employee is expected to take part in conversation at meetings, reading and understanding of texts related to job, and writing of simple texts.
	A	B	C	D	**D** – *Minimal:* - sufficient or minimal command of language; an employee is required to understand simple discussion and conversation in foreign language, or reading simple texts.

9. Computer literacy (Please indicate which computer applications you use):

MS Office	Knowledge				
MS Word	A	B	C	D	
MS Excel	A	B	C	D	
MS Access	A	B	C	D	
MS PowerPoint	A	B	C	D	**A** – excellent
Other applications					**B** – *very good*
	A	B	C	D	**C** – moderate
	A	B	C	D	**D** – minimal
	A	B	C	D	
	A	B	C	D	
	A	B	C	D	
	A	B	C	D	

I hereby declare under full material, moral and criminal responsibility that all my answers to the questions, as well as these statements, are true, complete and accurate.		
Date ☐☐ / ☐☐ / ☐☐☐☐	**Personal number** ☐☐☐☐☐☐☐☐☐☐☐☐☐	**Signature**

Note: For the purpose of verifying information you have presented in this form, you may be required to submit additional documentation. Please do not submit additional documentation if not required from you or if not determined in the application form.