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| **KOSME Job Application Form** | | | | |
| ∎ Candidates may be subject to disadvantages if they expose, whether directly or indirectly, their personal details that may cause prejudice in the application form or cover letter.  ∎ This application form should be filled out thoroughly, and candidates should be solely responsible for any and all disadvantages arising from or in relation to omissions, errors, or falsehood in entries or incommunicability.  ∎ If discrepancies between statements in the application and documentary evidence or false statements are found, the selection process for the candidate may be invalidated at any point or the employment of the candidate may be revoked. | | | | |
| **<Position (required)>** | | | | |
| **Position** | KSC Stockholm Center’s Head / Operations Manager | | | |
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| **<Personal information (required)>** | | | | |
| **Name** | Korean/English | |  | |
| Date of birth | | 00.00 (MM.DD) | |
| **Military**  **service**\* | ETS / Exempted / Not applicable (female) / To be discharged no later than end May 10, 2020 | | | |
| **Residence (address)** |  | | | |
| **Contact** | Telephone | (Mobile) | | (Emergency contact:  relationship) |
| Email |  | | |
| **Swedish residence permit** | | Citizenship / Residence permit / Sambo visa / work visa / others | | |

\* Applicable to Korean nationals only.

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| **<Education>** | | | | | | | |
| **Degrees** | **Period** | | | **Major** | | **Degree level** | |
| *’00.00.00-’00.00.00* | | |  | | Bachelor | |
|  | | |  | | Master | |
|  | | |  | | PhD. | |
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| **<Qualification>** | | | | | | | |
| **Certificates/**  **licenses** | | **Name of certificate/license** | **Issued by** | | **Date of qualification** | | **Certificate/license no.** |
|  |  | | *’00.00.00* | |  |
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\* Work-related certificates/licenses only.

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| **<Proficiency in Microsoft applications>** | | | |
| **Microsoft Office proficiency** | **MS Word** | **MS Excel** | **MS PowerPoint** |
| Advanced / Intermediate / Basic | Advanced / Intermediate / Basic | Advanced / Intermediate / Basic |

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| **<Employment history>** \* From latest to oldest | | | | | | | |
| **Employment** | | **Company** | **Department** | | **Position** (last) | | **Roles** |
|  |  | |  | |  |
| **Period** | | *’00.00.00~’00.00.00* | | |
| *Give details about key experience/activities (up to 3 lines, font size 11pt).* | | | | | |
| **Employment** | | **Company** | **Department** | | **Position** (last) | | **Roles** |
|  |  | |  | |  |
| **Period** | | *’00.00.00~’00.00.00* | | |
| *Give details about key experience/activities (up to 3 lines, font size 11pt).* | | | | | |
| **Employment** | | **Company** | **Department** | | **Position** (last) | | **Roles** |
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| **Period** | | *’00.00.00~’00.00.00* | | |
| *Give details about key experience/activities (up to 3 lines, font size 11pt).* | | | | | |
| **Employment** | | **Company** | **Department** | | **Position** (last) | | **Roles** |
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| **Period** | | *’00.00.00~’00.00.00* | | |
| *Give details about key experience/activities (up to 3 lines, font size 11pt).* | | | | | |
| **Employment** | | **Company** | **Department** | | **Position** (last) | | **Roles** |
|  |  | |  | |  |
| **Length** | | *’00.00.00~’00.00.00* | | |
| *Give details about key experience/activities (up to 3 lines, font size 11pt).* | | | | | |
| **<Professional experience>** | | | | | | | |
| **Work-related experience** | **Organization** | | **Roles** | **Region** | | **Period** | |
|  | |  |  | | *’00.00.00~’00.00.00* | |
| *Give details about key experience/activities (up to 3 lines, font size 11pt).* | | | | | | |
| **Organization** | | **Roles** | **Region** | | **Period** | |
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| **<Miscellaneous>** | | | | | | | |
| **Other information**  (awards, research, publications,  etc.) | **Period** | | **Details** | | | | |
| *’00.00.00* | | *Describe experience/activities or abilities unmentioned above (up to 3 lines, font size 11pt).* | | | | |
| **Period** | | **Details** | | | | |
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| **Period** | | **Details** | | | | |
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| **<Consent to the collection and use of candidates’ personal information>**  In acknowledgement of the below-stated, I hereby give my consent to Korea SMEs and Startups Agency to process my personal information as stated below under applicable laws and regulations including the Personal Information Protection Act.   |  |  | | --- | --- | | **Information to be collected** | - Basic personal details (name, date of birth, residence (address), mobile number, emergency contact, email, military service status, Swedish visa, veteran’s status).  - Academic background (major, degree), certificates/licenses.  - Professional experience (company, department, position, roles, length of service, projects).  - Others (awards, research, publications, and other details provided by the candidate). | | **Purpose of collection and use** | - To make decisions on employment, administrative processing related to employment, and contact to the candidate.  - Other activities reasonably required in relation to the employment process. | | **Period of retention** | - If unsuccessful: Until the end of the period to request the return of application-related documents under Article 4 of the Act on Fair Recruitment Process.  - If successful: Collected information will be retained for the conclusion and retention of the employment agreement and administrative purposes such as issuing career certificates (for three years after the end of contract). (Employment-related documents will be retained indefinitely, other documents for three years after the end of contract) |   You have the right to refuse the collection and use of your personal information.  However, you may be excluded from eligible candidates if you refuse the collection and use of your personal information.  (Please make sure you tick (**🗹**) in the box (□)below if you agree.)  **In acknowledgement of the statement above concerning the collection and use**  **of personal information, I hereby give my consent thereto.** □  **Date: 2020**  **Applicant:       (Signature)** |

**<Cover Letter (※in English)>**

**1. ①What made you apply for this position? ②What do you think are core competencies to fulfill the duties in this position? ③What efforts have you made or what experience have you had to develop such competencies?**

(Up to 30 lines, font size 11pt.)

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**<Career/Experience Statement (※in English)>**

2. Please **give use detailed descriptions about your employment and professional experience** mentioned in your application.

(Up to 50 lines, font size 11pt.)

- (Center Head) Details about duties covered, activities, experience, performance, roles, specific actions, and key achievements with particular focuses on your work experience in startup support, experience in cooperation with local organizations related to startup ecosystems in Europe (including Sweden) and relevant activities, experience in organization management.

- (Operations Manager) Details about duties covered, activities, experience, performance, roles, specific actions, and key achievements with particular focuses on your work experience in startup support and admin support.

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**<Work Proposal (※in English)>**

3. ①What are your plans to **operate/support KSC Stockholm?** **②What outcomes/achievements** should we expect from you during the first and second year?

(Up to 30 lines, font size 11pt.)

- (Center Head) Operation goals and strategies for KSC Stockholm, organization management, operation planning, cooperation with other organizations, expected outcomes, etc.)

- (Operations Manager) How to support companies tapping into KSC Stockholm, how to work with the Center Head, expected outcomes, etc.)

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