

Application form

To the Director of the Department of Philosophy and Cultural Heritage
Ca' Foscari University, Venice
Malcanton Marcorà Palace,
Dorsoduro 3484/D, 30123 Venice

I, the undersigned _____ born in _____ (prov. of _____) on _____, passport no. / taxpayer's code no. _____ resident in _____ (province of _____), in _____ (street) no. _____, postcode _____, nationality _____, tel. _____ mobile _____, email _____

hereby submit

my application for the qualification-based public selection process and interview, for the short research fellowship within the scope of the research programme: "_____", as per procedure announced by call Ref. no. _____ dated _____.

I, the undersigned, fully aware of the liabilities, including criminal liability, arising from untruthful declarations, **pursuant the Italian law (D.P.R. 445/2000)**, hereby declare:

- a) s/he holds the qualification of master degree / PhD / other..... in _____ obtained on _____ at the University of/other Legal Entity_____;
- b) in the event that the candidate does not hold the qualifications specified above, s/he shall be able to demonstrate many years' experience in:
 - Multi-years experience in the characterization of historical-artistic artefacts through diagnostic techniques, both multispectral photographic (UV Reflectance, UV Fluorescence, NIR Reflectography) and spectroscopic (Raman, μ -Raman, FORS, FTIR-ATR and DRIFT).
- c) s/he is of _____ nationality [*for non-EU citizens already residing in Italy only*, ;that s/he is in possession of a residence permit/research visa for _____ expiry date on_____];
- d) s/he is physically fit for the position;
- e) to be aware that the awarding of the short term research fellowship is not compatible with the positions referred to in art. 12 of the Regulations for short term research fellowships and the current legislation;
- f) to not have any kinship and affinity, up to and including the fourth degree, with any professor belonging to the Department or to the Centre announcing the call for applications, or with the Rector, the Chief Executive Officer or a member of the University Board of Directors and to be aware of the relevant provisions of Law 240/2010. Article 18, par. 1, lett b);
- g) s/he requests the following benefits established by Law no. 104/92:

.....
.....

and for the above mentioned purpose encloses disability certification;

h) s/he uses the following address for the purposes of this application:

.....(street) no.....
at.....municipality..... POSTCODE..... PROV.....
tel. land line mobile
email

undertaking to communicate any subsequent variations and recognising that the administration accepts no liability in the event of the addressee being untraceable.

i) the undersigned gives her/is consent for the personal data provided to be processed, in compliance with Legislative Decree no. 197/2003 and subsequent amendments and modifications, for the requirements related to this selection procedure;

l) **[further declarations in case the selection procedure provides for an interview]**

if the interview is required - s/he wishes to be interviewed by video (as provided for by the Regulations for awarding of the university research fellowships) and declares the technical feasibility of the video interview: the hosting venue has a proper internet station and the necessary equipment (i.e. computer, internet connection, headphone, microphone, videoconferencing software and hardware or any other – please specify);

The following are enclosed with this application:

- a) a CV detailing professional, academic and research background;
- b) copy of an identity document;
- c) any other element required by the call;
- d) any other documentation deemed relevant for the evaluation.

Date and signature

N.B.

The University does not take any responsibility for cases of unavailability of the recipient or for the dispersal of communications resulting from inaccurate indication of domicile or of contact details by the candidate, failure or late communication of contact details' variation or any other reason not attributable to the University, nor from any error in postal delivery, or in any case from acts attributable to third parties, from unforeseeable circumstances or force majeure.

The declarations made in the application shall be considered made pursuant to the D.P.R. n. 445/2000 and subsequent amendments, by candidates entitled to use the simplified administrative certifications allowed by the aforementioned decree.

EUROPEAN CURRICULUM VITAE FORMAT



PERSONAL INFORMATION

Name
Address
Telephone
Fax
E-mail

[SURNAME, other name(s)]
[House number, street name, postcode, city, country]

Nationality
Date of birth

[Day, month, year]

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

[Add separate entries for each relevant post occupied, starting with the most recent.]

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

[Add separate entries for each relevant course you have completed, starting with the most recent.]

**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

[Specify mother tongue]

OTHER LANGUAGES

[Specify language]

- Reading skills
- Writing skills
- Verbal skills

[Indicate level: excellent, good, basic.]

[Indicate level: excellent, good, basic.]

[Indicate level: excellent, good, basic.]

SOCIAL SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

*Living and working with other people, in
multicultural environments, in positions
where communication is important and
situations where teamwork is essential
(for example culture and sports), etc.*

ORGANISATIONAL SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

TECHNICAL SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

*With computers, specific kinds of
equipment, machinery, etc.*

ARTISTIC SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

Music, writing, design, etc.

OTHER SKILLS

[Describe these competences and indicate where they were acquired.]

AND COMPETENCES

Competences not mentioned above.

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

[Include here any other information that may be relevant, for example contact persons,
references, etc.]

ANNEXES

[List any attached annexes.]

*In compliance with the Italian legislative Decree no. 196 dated 30/06/2003 and subsequent
amendments and additions, I hereby authorize you to use and process my personal details
contained in this document.*

Date_____

Signature_____

INFORMATION ON PERSONAL DATA PROCESSING **pursuant to Article 13 of Regulation (EU) 2016/679**

The Ca' Foscari University of Venice, as part of its institutional aims and in fulfillment of the obligations set forth in art. 13 of the 2016/679 EU Regulation ("Regulation"), provides you with information regarding the processing of personal data that you have provided to the University for the purpose of carrying out the selection procedure you wish to participate in.

1) THE DATA PROCESSOR

The data processor is the Ca' Foscari University of Venice, with headquarters in Dorsoduro n. 3246, 30123 Venice (VE), in the person of the Rector Magnificent.

2) DATA PROTECTION OFFICER

The University has appointed the "Data Protection Officer", who can be contacted by writing to the e-mail address dpo@unive.it or to the following address: Ca' Foscari University, Venice, Data Protection Manager, Dorsoduro n. 3246, 30123 Venice (VE).

3) PERSONAL DATA CATEGORIES, PURPOSES AND LEGAL BASIS OF DATA PROCESSING

The data processing in question involves the provision of personal data and data relating to previous study and professional experience.

Unless the selection procedure is for protected categories, it is not necessary to provide data of a sensitive nature (for example, data concerning health status, sexual orientation or political or trade union opinions); candidates are therefore requested not to provide such data, unless deemed necessary for optimal evaluation of the position selection procedure.

The processing of personal data is aimed solely at the completion of the selection procedure and will take place in a way and within the limits necessary to pursue the aforementioned purpose.

The legal basis for this treatment is represented by art. 6.1.e) of the Regulations ("execution of a task of public interest or connected to the exercise of public powers").

The processing of personal data is based on the principles of correctness, lawfulness and transparency and the protection of the privacy and rights of the data subject, as well as the additional principles established by art. 5 of the Regulations.

4) DATA PROCESSING MODALITIES

The processing of personal data will be carried out by authorized parties (in compliance with the provisions of Article 29 of the Regulation), with the use of computerized procedures, adopting appropriate technical and organizational measures to protect them from unauthorized or illegal access, destruction, loss of integrity and confidentiality, even if accidental in nature.

5) 5) STORAGE TIME

The data will be stored in accordance with the Regulations on the storage of administrative documentation.

6) 6) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA

For the purposes set out above, in addition to specifically authorized employees and collaborators of the University, personal data may also be processed by individuals who execute outsourced activities on behalf of the Data Controller, in their capacity as External Data Processors.

The same data might be communicated to the public administrations directly interested in the legal-economic situation of the candidate hired.

There are no further communications to third parties except to persons to whom the data must be transmitted in fulfillment of legal obligations or, on request, to judicial and supervisory authorities.

The data of the hired candidate might be shared for the fulfillment of the obligations regarding transparency as per Legislative Decree n. 33/2013 and future modifications.

The results of any intermediate tests and final rankings will be published according to current legislation.

7) DATA PROVISION

I The provision of such data is necessary to evaluate the requirements for participation and to verify academic qualifications. The failure to indicate these data might preclude this assessment, with a consequent exclusion from the procedure.

8) USER RIGHTS AND HOW TO EXERCISE THEM

As an interested party, you have the right to obtain from the University, in the cases provided for by the Regulations, access to personal data, rectification, integration, their cancellation or processing limitation or to object to the data processing itself (articles 15 and following of the Regulations). The request can be submitted, without any particular formal procedures, by contacting the Data Protection Officer directly at dpo@unive.it or by sending a communication to the following address: Ca 'Foscari University Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice. Alternatively, you can contact the Data Controller, by writing a PEC (certified email) to protocollo@pec.unive.it.

Interested parties, who believe that the processing of their personal data is in violation of the provisions of the Regulations, also have the right to file a complaint to the Data Protection Guarantor, as provided for by art. 77 of the Regulations itself, or to take appropriate legal action (Article 79 of the Regulations).