# BILATERAL EXCHANGE SCHEME

# Poland- Sweden

Application form

* Please complete this form electronically in English.
* Use the tab button to move from one box to the next. The text boxes will expand to accommodate however much you want to write.
* Please submit this form both in hard copy (signed) and electronically, together with a electronic copy of your CV, via your HR division

SECTION 1: TO BE COMPLETED BY THE APPLICANT

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| --- |
| PERSONAL AND WORKRELATED INFORMATION |
|  |  |
| **First name Surname** |
| **Ministry/Agency/Department** |  |
|  |  |
| **Jobtitle** |  |
| **E-mail Address** |  |
| **Office Address** |  |
| **Telephone Number****Mobile Number** |  |
| **Fax Number**       |  |

**How long have you worked in the Public Administration / Civil Service?**

##### CIVIL SERVICE CAREER

**Give a detailed account of your present area of work and outline your main areas of responsibility.**

#### Which Polish/Swedish Ministry/Agency/Department would you like to visit?

#### Is there a particular area/division/unit you wish to work in?

##### QUALIFICATIONS

**FURTHER EDUCATION**

Please list all degrees and postgraduate qualifications.

##### PROFESSIONAL QUALIFICATIONS

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##### MOTIVATION

Is there a work area/field you are particularly interested in? Briefly describe what you hope to gain from the exchange program. (*N.B. Whilst we cannot guarantee placing you in the exact area of your choice, we will do our best to do so. The more detail you give us, the easier it will make it for us to place you.)*

**What skills/experience/knowledge can you offer a host administration?**

What do you hope to gain from an exchange?

What would your department gain from an exchange?

**Please specify the preferred length of your exchange period**

**1-4 weeks [ ]  4-8 weeks [ ]  8-12 weeks [ ]**

When would you prefer your exchange to start.

 Is there anything else you would like to mention which you feel would support your application? (e.g. work/other experience outside the civil service)

##### CONTACT WITH POTENTIAL HOST ADMINISTRATION

* We encourage applicants to get in touch with their preferred host administration to discuss the possibilities for a placement since applicants themselves are in a better position than we are to identify the department, or unit within a department, which is most relevant to their work.
* Please note that mutual agreement to an exchange does not guarantee you will be successful in the Cabinet Office sift. However, if both the home and host departments were willing for you to do a placement, there would be nothing stopping you from setting up an exchange independently of the Bilateral Exchange Scheme.

Have you already made contact with anyone?

Yes No

If you have already been in touch with a Member State administration/government department, or other contact, about the possibility of an exchange, please give names and addresses and other relevant details.

##### LANGUAGE ABILITY

**Please indicate your English level / Polish Level / Swedish Level in accordance with the Global Language Scale. Please refer to the descriptions of each level at the back of this form.**

**English**

**Speaking**

**Writing**

**For Polish applicants only**

 **Do you have any knowledge of Swedish?**

**YES NO**

**If yes, please list the level below:**

**Speaking**

**Writing**

**GLOBAL SCALE**

|  |  |  |
| --- | --- | --- |
| Proficient | C2 | Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations. |
| User | C1 | Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices. |
| Independent | B2 | Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. |
| User | B1 | Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans. |
| Basic | A2 | Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need. |
| User | A1 | Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help. |

You have now come to the end of your section. Please save this form and forward to your line manager SECTION 2: TO BE COMPLETED BY LINE/GRADE MANAGER

Name

Email address

Phone Number

How long have you managed the applicant?

Give an assessment of the candidate’s suitability for an exchange.

**If successful, what use will be made of the nominee’s experience on returning to the department? Is any specific posting anticipated?**

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##### TIMING AND DURATION OF EXCHANGE

**When will the applicant be released to go on an exchange? Be as specific as you can.**

**How long will you allow the candidate to go on an exchange for?**

***You have come to the end of your section. Please pass a signed copy of this form to HR.***

SECTION 3: TO BE COMPLETED BY HR CONTACT

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| HR CONTACT DETAILS |
| Name |       |
| **Department/Agency** |       |
| **Telephone No** |       |
| **Fax No** |       |
| **Email Address** |       |
| **Office Address** |       |

**I confirm the department will fully fund this exchange, should this application prove to be successful.**

Signature ……………………………………….…….. Date………………………………

**All signed applications and the electronic versions should be sent to:**

**Swedish applicants: Petra Göransson**, e-mail: petra.goransson@uhr.se

Universitets- och högskolerådet

Utbytestjänstgöring i EU

Box 45093

104 30 Stockholm