Université Paris II Panthéon-Assas CIFFOP Institute

**Application Form\* Academic Year 2018 - 2019**

Master 2

International Human Resources Management

**Deadline: February 15th, 2019** at **23h59 (GMT+1)**

**For all questions, please contact the Program Coordinator Sarah CAVANNA:**

[**sarah.cavanna@u-paris2.fr**](mailto:sarah.cavanna@u-paris2.fr)

**+33 (0)1 83 97 68 37**

\* Please note that this application form is ONLY for applicants, whose most recent diploma was **not** obtained in France.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname \* | | Maiden name (if applicable) | |  |
| First name(s)\* | | | | |
| Date of birth\* (day/month/year) | City of birth and country of birth\* | | Citizenship / Nationality\* | |
| Sex\*: Male Female | | | Marital Status: Single Married | |
| Postal address (written in Latin alphabet)  Street / Building  Town Zip Code Country | | | | |
| Mobile phone number (include international country code) | | | |  |
| Email address (state clearly) | | | | |
| Skype ID: | | | | |

\* as shown on passport

**PERSONAL INFORMATION**

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**YOUR CURRENT SITUATION**

What is your current situation / status with respect to your educational / professional career?

At the moment, I am… Studying

Working in a fixed position doing an internship

doing a personal project / year abroad\* Other\*

\*Please specify:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROFESSIONAL EXPERIENCES**  **(Jobs, Internships, Voluntary Work Experiences)** | | | | |
| Dates | Name of Employer | Title of Position Held | Full Time / | Tasks Performed |
| from – to | (Company / |  | Part Time | (brief outline) |
| DD/MM/YYYY | Organization) and |  |  |  |
| (Most recent first) | Contact Person & |  |  |  |
|  | Details |  |  |  |
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| --- | --- | --- |
| **ENGLISH LANGUAGE PROFICIENCY\*** | | |
| Test taken | Date at which test was taken or is scheduled to be taken | Result (score) |
| IELTS |  |  |
| TOEFL |  |  |
| TOEIC |  |  |
| OTHER  (please state) |  |  |

\*English proficiency tests are **mandatory** for **all** non-native speakers (see application checklist). Please note that the actual certificate may be submitted **until May 30th, 201*9*** – given that the application is otherwise complete.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FRENCH LANGUAGE PROFICIENCY\*\*** | | | | |
| Have you studied the French language before? | | Yes | No |  |
| **If yes**, state your proficiency level here (e.g. beginner, intermediate, fluent): | | | | |
| Test taken | Date of test | | | Result (score) |
| TCF DELF / DALF OTHER |  | | |  |

\*\* Knowledge of French is **not** required in order to apply. French proficiency tests are **not** mandatory in order to apply.

|  |  |
| --- | --- |
| **OTHER LANGUAGE SKILLS** | |
| **Language** | Level of Proficiency  (e.g. Beginner, Intermediate, Fluent, Mother Tongue) |
|  |  |
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| --- | --- |
| **IT SKILLS** | |
| **Product / System / Language** | List and indicate proficiency level : none, elementary, intermediary, advanced |
| Microsoft Office Pack | MS Word:  MS Excel:  MS Power Point: Other (please specify): |
| Coding Skills  (please specify programming language, e.g. HTML & CSS, Java Script etc.) | HTML:  CSS:  Other (please specify): |
| Other  (software (e.g. Adobe Suit), content management system (e.g. Wordpress), other IT related skills) |  |

|  |
| --- |
| **PROFESSIONAL CONTACTS** |
| Do you have any potential professional contacts for an apprenticeship? Yes No |
| If yes, please specify the name of the company(s) |

Date:

Signature Applicant:

I declare that the information contained in this application is accurate to the best of my knowledge. I understand that any false declaration will result in the withdrawal of my application and consequently render any offer void.

**APPLICANT DECLARATION**

APPLICATION FORM CHECKLIST (PDF 2/2)

# ALL of the following documents

**must be submitted within the deadline in order for the application to be reviewed.**

**PDF 2/2: APPLICATION FORM**

This checklist refers to the second PDF, the actual Application Form. It has to include the following documents:

* Application form (fully completed)
* Cover/motivation letter (in English) –

your cover letter should answer the question why you chose the field of HR, what you hope to achieve within the year, potentially what HR function interests you most, what you will bring to the program, why you chose to apply to the IHRM program of CIFFOP.

* **One page** CV (in English)
* **One page** essay (in English / font Calibri or Times New Roman, font size 11) on the following topic:

**“The Future of HR”**

Your essay may be as broad or narrow as you like. It may be based on a personal anecdote, you may discuss a global or specific phenomenon, trend or idea either locally or internationally speaking, referring to a general HR trend (e.g. AI, Big Data, Smart Data, …) or a specific trend within an HR function (such as recruitment, learning, onboarding process, …).

* One (or more) academic **and/or** professional reference letter(s) in English or French.

o Each reference letter must include the letterhead of the person who is providing the reference in order to be considered.

* Copy of passport (for EU citizens, who do not have a passport: copy of ID)
* Copy of English language certificate for all non-native English speakers.\*\*
* Optional: Copy of French language certificate for all non-native French speakers.\*\*\*
* Optional: Additional documents to support application.
* All translations must be certified by a translator.
* Please submit clear, legible copies only.

\*\* The following tests are accepted as proof of your level of English, along with the target (but not required) score indicated: TOEFL (IBT) >100 or IELTS (Academic) > 6.5 (no sub score under 6) or TOEIC > 860(listening & reading) and > 350 (speaking & writing).

\*\*\* Candidates are highly encouraged to have a least a basic knowledge of French in order to be admitted into the program. Therefore, to demonstrate their knowledge level, we strongly recommend that candidates provide a French language certificate (DELF, DALF, TCF, etc.).

**SUBMISSION INSTRUCTIONS**

For the academic year of 2019-2020 you need to complete the following steps:

# Within ONE email attach the following 2 documents

1. Academic Background Form (including attachments) // in a single PDF
2. Application Form (including attachments) // in a single PDF
3. In ONE email, submit the following TWO PDF files:
   * PDF 1: Academic Background

The first out of the two PDFs to be submitted are your « Academic Background / Eligibility Check » documents:

* + - consisting of the complete list of documents specified in the checklist above (in the exact order specified)
    - entitled “SURNAME First Name\_A.pdf” (e.g. somebody named Alex Smith would name his document “SMITH Alex\_A.pdf”)
  + PDF 2: Application Form

Within the same email, attach a second single PDF file

* consisting of the complete list of documents specified within the “Application Checklist” page at the end of the Application form (page 4) and
* in the exact order specified
* This second PDF should be entitled “**SURNAME First Name\_B**” (e.g. somebody named Alex Smith would name their document “SMITH Alex\_B”)

ð Send **both** those PDF files within **one** email to [sarah.cavanna@u-paris2.fr.](mailto:sarah.cavanna@u-paris2.fr)

ð The object of the email should be **“Application IHRM 2019-2020”**.

After having received both parts (I & II) the applicant will receive

an acknowledgment of receipt of the complete application

to the email address the applicant provided.