ANNEX IV: ONLINE FORM STRUCTURE

Please note that it is not possible to save an incomplete application form to return to it later. We recommend to gather the information in a separate document to copy-paste into the online form when ready to submit.

1. Initial question which will select the relevant form to fill-in.
   a) Indicate if you are applying as a current Specialist Commission member or as a new applicant

2. Personal information
   a) Title
   b) Surname and First name
   c) Nationality and current country of residence

3. Contact details
   a) Email address
   b) Phone number with country code e.g. +33 (0) xx xx xx xx

4. WOAH Delegate endorsement letter
   a) Confirm if letter of endorsement from WOAH Delegate is supplied by applicant or
   b) Provide contact details of Delegate to contact in absence of an endorsement letter
   c) Confirm that the applicant’s employer supports the application

5. Upload files
   a) Upload CV: max 4 pages; should include a description of educational qualifications, experience in relation to specific diseases, animal species or other specialities and achievements relevant to the Commission
   b) Upload list of publication if relevant and applicable
   c) Upload endorsement letter if obtained

6. Confidentiality agreements
   a) Tick to allow WOAH to store personal data for the purpose of this process
   b) Tick for WOAH to inform all Delegates of candidates nominated for election to the Specialist Commissions
   c) Tick for WOAH to keep personal data post process, as potential experts for other WOAH activities

7. Keywords
   a) Indicate the key expertise for which the candidate wishes to be considered
   b) Indicate the key diseases of expertise
   c) Indicate the key species of expertise

8. Specialist Commissions
   a) Indicate for which Specialist Commission the applicant wishes to apply. To apply to more than one Specialist Commission, the applicant must submit separate applications
   b) Indicate whether the applicant has applied before (if yes, specify which)

9. Evidence texts
   a) They must be written in the online application for each required 5 criteria (max 150 words per criterion). Should include examples to support the applicant’s claims against the professional competencies and personal attributes and skills as described in Annex III. The text can be written in a Word document before being pasted into the online form
   b) Demonstrate the applicant’s proficiency in English.
   c) Confirm that the applicant has the ability and control to be independent

10. Other comments
    a) Add information if necessary