**JOB APPLICATION APPENDIX**

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# INSTRUCTIONS

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| Please take the following information into account:   * Where to upload: complete this document and add it to your [online application](https://jobs.uantwerpen.be/psc/hrprd_cgapeng/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?FOCUS=Applicant&Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=310) in the ‘Attachments’ section. This information is required for the assessment of your application. * Mandatory or optional:all items marked with an asterisk (\*) are mandatory. The other items are optional and can be completed at your own discretion. * Privacy: your privacy is important to the University of Antwerp. You are not obliged to share information that compromises your privacy. * Equal opportunities and diversity: the University of Antwerp is committed to equal opportunities for all candidates. We welcome applicants from diverse backgrounds and with diverse qualities, and we respect potential academic or non-academic career breaks. These might include long-term illness, maternity leave, parental leave, care leave, etc., or other reasons such as non-academic work experiences or periods of unemployment (see also question 7.2). |

# ACADEMIC CV (\*)

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| In addition to this template, please upload a personal academic CV to your online application under ‘Attachments’. We ask you to include at least the following elements in that CV, insofar that they are relevant to your professional career:   * **Academic teaching assignments**: name of the institution, details of the teaching assignment (e.g. subject, title of the course, name of the programme, etc.) and your role. Please provide any additional information you consider relevant, e.g. regarding the scope of the assignment (number of hours per year, number of students, number of ECTS credits = European Credit Transfer and Accumulation System), etc. * **Your scientific publications**: you may structure and annotate the bibliographical information according to common practices in your field. |

# TEACHING

## Most important achievements in terms of teaching (optional)

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| Describe, if applicable, a maximum of five achievements in terms of teaching. Explain why you have chosen the achievement(s) in question, describe what your contribution was and indicate its impact. We’re not looking for a list of activities or teaching assignments, as these will be listed in your academic CV, but for experiences in which you have been able to distinguish yourself or of which you are proud when it comes to teaching.  Examples:   * teaching assignments (teaching or assisting with programme components, preparing course information and teaching materials, etc.) * supervising students (Bachelor, Master, etc.) * educational professionalisation (e.g. teacher training, teaching workshop, etc.) * collaboration with the work field (e.g. internship guidance, workplace learning) * didactic skills * awards or prizes * educational development or innovation (e.g. contribution to quality assurance, initiatives to improve the programme component or curriculum, use of new supervision or teaching methods, development of learning and teaching materials, dealing with a diverse student population, etc.) * etc. |

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# RESEARCH

## Most important achievements in terms of research (optional)

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| Indicate a maximum of five important publications or achievements in the area of scientific research. Please provide brief explanations of why you have chosen the achievement(s) in question and what its (academic, societal, etc.) impact has been. |

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# SERVICES

## Main achievements with academic, economic or societal impact (optional)

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| Indicate a maximum of five important achievements or initiatives in terms of services to society at large or the academic community. Examples:   * contributing to boards, committees, etc. * exchanging scientific knowledge and expertise (e.g. through science communication, consultancy, etc.) * presentations or lectures * participating in the public debate * entrepreneurial activities (as a student entrepreneur, partnerships with companies or organisations) * active membership of scientific organisations * etc.   Clarify why you have chosen the achievement(s) in question and what its academic, societal and/or economic impact has been. |

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# INTERNATIONAL & INTERSECTORAL PORTFOLIO

## International & intersectoral portfolio (optional)

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| Please indicate how you have built up international and/or intersectoral experiences or contacts. These might include exchange experiences, developing partnerships (e.g. between the academic world and other institutions or companies), contributions to national and international networks (academic or otherwise), development cooperation, etc. Please also clarify what impact these experiences had on your career. |

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# TEAM FOCUS & LEADERSHIP POTENTIAL

## Team focus and leadership potential (\*)

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| Provide a short indication of your experience and development potential in terms of team focus and leadership. You can use the questions below as a source of inspiration. To explain your potential, you may include formal or informal roles that you have taken on inside or outside a work context.  Team focus   * What is typical of your approach as a team member? * How do you build collaborative relationships within a potentially diverse team, group or department? * How do you contribute to the common goal in a team or project, even if this isn’t of any direct personal interest to you?   Leadership potential   * What experience do you have in coordinating, counselling, coaching or giving direction? (Examples: coaching teammates, supervising students, coordinating project work, etc.) * What characterises your approach to coordinating, counselling, coaching or giving direction? * In which situations have you been able to make a difference in a steering or guiding role? * How do you support others in their learning and growth processes?   General:   * How do/did you focus on your personal growth and development? |

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# ADDITIONAL INFORMATION

## Availability (optional)

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| *(If applicable)*   * Would you like to combine a position at the University of Antwerp with other professional activities? If so, please specify the scope and nature of the activities. * Do you have any other comments regarding your availability (expected employment percentage, starting date, etc.)? |

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## Additional information (optional)

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| *(If applicable)*  In addition to the questions above and the online application form, please feel free to add any information you consider relevant to your career or study background here. If there are any events or circumstances that have been crucial or impactful for your career which you would like to share with the selection committee, you can describe their significance or added value to your career below. We would again like to stress that the University of Antwerp respects your privacy and welcomes applicants with atypical career paths and diverse backgrounds. |

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