

**Selection process for hiring a Local Assistant for Administrative Assistant**

**Application form – Public Notice No. 01/2024**

I confirm my application for the Administrative Assistant position:

|  |  |
| --- | --- |
| Full name: |    |
| Date and Place of Birth: |    |
| Nationality(ies): |    |
| Home Address: |    |
| Contact Phone(s): |    |
| Email: |    |

**Declare:**

1. Not hold a public office, job or function in Brazil;
2. Be aware that the job I am applying for is not to be confused with a job or public function governed by Brazilian law;
3. Be aware that, if I am approved in the selection process, my admission will be subject to the presentation of the documents required in the notice, as well as a certificate of physical and mental fitness for the job, the costs of which will be borne by me;
4. Be in accordance with the conditions established by Notice No. 1/24 of the Selection Process 01/24, which I have read and accepted.

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachment:**

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| --- |
| (  ) *Curriculum vitae* |
| ( ) Copy of identity document |
| ( ) in the case of Brazilians or third-country nationals, proof of regular residence and legal permission to engage in paid activity |
| ( ) proof of registration with the local or Brazilian social security system, if it is not possible to do so locally |
| ( ) Academic training certificate(s) |
| ( ) Certificate of good antecedents or equivalent |
| ( ) Other applicable documents |
| Total number of documents: |

**Email Address:**

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Embassy in Tallinn. A. Lauteri, 5, 4th floor. 10114 Tallinn. Tel: +372 [633 7070](https://www.google.com/search?q=EMBAIXADA+EM+TALIN&rlz=1C1CHBD_pt-PTEE973EE973&oq=EMBAIXADA+EM+TALIN&aqs=chrome..69i57j69i59j69i60l3.3592j0j7&sourceid=chrome&ie=UTF-8).