UEFA Certificate in Football Management  
Application form

# Attachment number 3 “Rules of recruitment and admission to the UEFA CFM programme”

# UEFA Certificate in Football Management - Application Form

*Please complete this application form and send this to the Polish Football Association (cfm@pzpn.pl), together with a* ***passport photo*** *and signed attachment 1. You can also find the contact details for sending this in the end of the application form.*

*Only fully completed application forms will be accepted and included in the selection process. The application form should reach the Polish Football Association by* ***6 October 2023.***

## 1. Personal details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname:** | **Click here to add text** |  | **First name:** | **Click here to add text** |
| Date of birth: | DD.MM.YYYY |  | Nationality: | Click here to add text |
| Home address: | Click here to add text |  | Country: | Click here to add text |
| Telephone (mobile): | Click here to add text |  | Email: | Click here to add text |
| Additional information (allergies, dietary requests, accessibility requirements, etc.): | | | Click here to add text | |
|  | | | | |
| 2. Applicant’s national association/organisation | | | | |
| **Organisation:** | **Click here to add text** |  | Department: | Click here to add text |
| Address: | Click here to add text |  | Country: | Click here to add text |
| Telephone: | Click here to add text |  | Email: | Click here to add text |

# 3. Current position

|  |  |  |  |
| --- | --- | --- | --- |
| When did you start working at your national association/organisation? | | Year | Month |
| Current division/unit: | Click here to add text | | |
| Current position/title: | Click here to add text | | |

Responsibilities and tasks

|  |
| --- |
| Please describe your main responsibilities and tasks in your current position |

## 4. Work Experience

1. Please describe your former professional experiences within your organisation (period, division/unit, title/position, tasks and responsibilities)

|  |
| --- |
| Add description here |

1. Please describe your former professional experiences before joining your current organisation (period, organisation, division/unit, title/position, tasks and responsibilities)

|  |
| --- |
| Add description here |

## 5. Academic/Professional Qualifications

*Give details of all academic and / or professional qualifications relevant to your application, including any qualifications for which you are currently studying or awaiting results (please start with the most recent one).*

|  |  |  |
| --- | --- | --- |
| **Institution, City, Country** | **Degree / Qualification** | **Dates attended**  **(from… to…)** |
| Institution, City, Country | Degree / Qualification | Dates attended |
| Institution, City, Country | Degree / Qualification | Dates attended |
| Institution, City, Country | Degree / Qualification | Dates attended |
| Institution, City, Country | Degree / Qualification | Dates attended |

## 6. English Qualifications

Is English your mother tongue?  YES  NO

If English is not your native language please indicate how long you have studied and practiced it:

|  |  |
| --- | --- |
| Studied: specify number of years | Practiced: specify number of years |

How would you describe your level in English?

|  |  |
| --- | --- |
| **Level** | |
| Listening |  |
| Speaking |  |
| Reading |  |
| Writing |  |

Do you have any internationally recognised English qualifications?  YES  NO

If YES, please specify the following:

Name of the Qualification: Please specify

Score or Grade: Please specify

Date taken: Please specify

## 7. I.T.

Do you feel comfortable in using computers and online platforms?

YES NO

Do you have access to a broadband Internet connection at home?

YES NO

## 8. Additional Information

1. Describe your main professional achievements within your organisation and describe why you see them as such (maximum 250 words).

|  |
| --- |
| Add description here |

1. Describe the main reasons why you want to follow this course, and define your learning objectives (maximum 250 words).

|  |
| --- |
| Add description here |

1. Provide three reasons why your national association and UEFA should invest in you by admitting you to the UEFA CFM programme (maximum 250 words).

|  |
| --- |
| Present reasons here |

## 9. Declarations

***APPLICANT’S DECLARATION:***

***I confirm that the above information is correct to the best of my knowledge. I understand that by being backed up and helped by my organisation to undertake the UEFA CFM programme, I may have to get committed in a way or another with my organisation.***

Place and Date: Please specify

Signature of Applicant: 

***ORGANISATION’S REPRESENTATIVE’S DECLARATION:***

***I acknowledge that the information provided by Mr / Mrs*** full name of applicant ***is correct and that the application has the full approval of our organisation. Should the candidate be successful, the organisation will allow approximately three days per month to complete the UEFA Certificate in Football Management. I am confident that Mr / Mrs*** full name of applicant ***is able to undertake this course in English***.

Place and Date: Please specify

Name of Organisation Representative (President / General Secretary): Please specify

Signature of Organisation Representative: 

## 10. Deadline for applications and contact details

The application form duly completed, with a **passport photo** included and signed appendix 1, must reach the Polish Football Association before the deadline for applications **6 October 2023**. All correspondence relating to this edition of the UEFA Certificate in Football Management as well as the application form should be sent to:

**Contact details:**

Name **JOANNA ROCK**

Email cfm@pzpn.pl

Phone number+48 797 999 961

**According to Article 13 of the General regulation on personal data protection as of 27th April 2016 (Official Journal of the European Union no L 119, 4.5.2016), I would like to inform that:**

1. The administrator of your personal data is the Polish Football Association (PZPN), ul. Bitwy Warszawskiej   
   1920 r. nr 7, 02-366 Warszawa.
2. Data Protection Officer:

The Data Protection Officer Contact: daneosobowe@pzpn.pl

1. Purpose and basis of personal data processing

The legal basis of processing your personal data is Article 6 point 1 b) of the General Regulation on Data Protection, and processing your personal data on the basis of execution of the legitimate interests of the administrator of personal data - legal basis: art. 6 para. 1 letter f GDPR. The use of your data for the purposes of marketing the personal data administrator’s goods and services will take place on the basis of separate consents granted on the basis of art. 10 of the Act on the provision of electronic services and art. 172 of the Telecommunications Law.

1. Data storage period

Personal data will be stored until the contract is completed / contacting within the scope of its implementation; until the determination, investigation and / or defence of claims.

1. Data Sharing

Your personal data may be made available to other entities on the basis of legal provisions, as well as to entities providing services to PZPN, and UEFA, and University of Lausanne.

1. Your rights

At any time, you have the right to access your data, rectify it, delete it, limit processing and make objections to its further processing. You have the right to transfer your personal data. In the above matters, please send an email to: daneosobowe@pzpn.pl.

1. You have the right to lodge a complaint with the President of Personal Data Protection Office.
2. Profiling

The Administrator hereby informs you that your personal data will not be profiled.

1. The Administrator will use all reasonable efforts to ensure means of physical, technical and organizational protection of personal data against their accidental or intentional damage, accidental loss, change, unauthorized disclosure, use, and access, in a manner consistent with the legal provisions in force.