

WIPO's Online Recruitment System

How to apply for jobs, internships and individual contractor (ICS) opportunities at WIPO

All applications for employment opportunities at WIPO must be made via our online recruitment system.

Step by step guide: Applying for jobs, internships and ICS opportunities at WIPO

Please type CTRL + click on the type of opportunity you are interested in applying for below to view the step-by-step application instructions

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WIPO Careers

**How to apply for Professional & Higher
Category and General Service posts at
WIPO**

Getting Started:

Any individual interested in a Professional and Higher category, National Professional category or General Service position at WIPO should submit his/her application through WIPO's online recruitment system and follow the below procedures:


- View WIPO's current list of vacancy notices.
- Select the vacancy notice for which you would like to apply.
- Create an online profile and complete the mandatory details in all sections of the online application.
- All applications must be submitted before the vacancy notice closing deadline, which corresponds to the local date and time of each user.
- Applications will be acknowledged automatically by email, and applicants can monitor the status of their application(s) via our online system (my submissions page).

All inquiries regarding the online application process should be addressed to erecruit@wipo.int.

Application Process at WIPO:**Note to Applicants:**

As of April 2016, WIPO has transitioned to a new online recruitment system. Returning job applicants who have completed an online profile to apply for jobs prior to 6 April 2016 will be required to create an account in our new online recruitment system in order to apply for jobs posted after that date. For additional information, please consult our [FAQs](#).

Subscribe to WIPO Job Alerts:

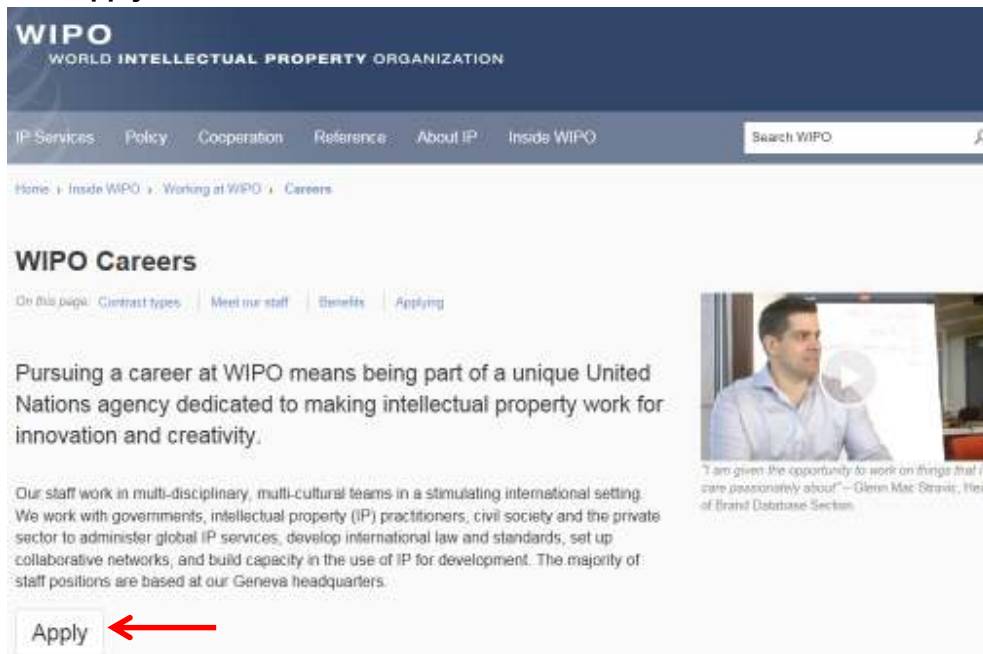
To subscribe to WIPO Job alerts, click the RSS feed link  available on the WIPO job openings list. (WIPO Career Page > Apply > RSS link)

Creating an online profile without applying for a specific job:

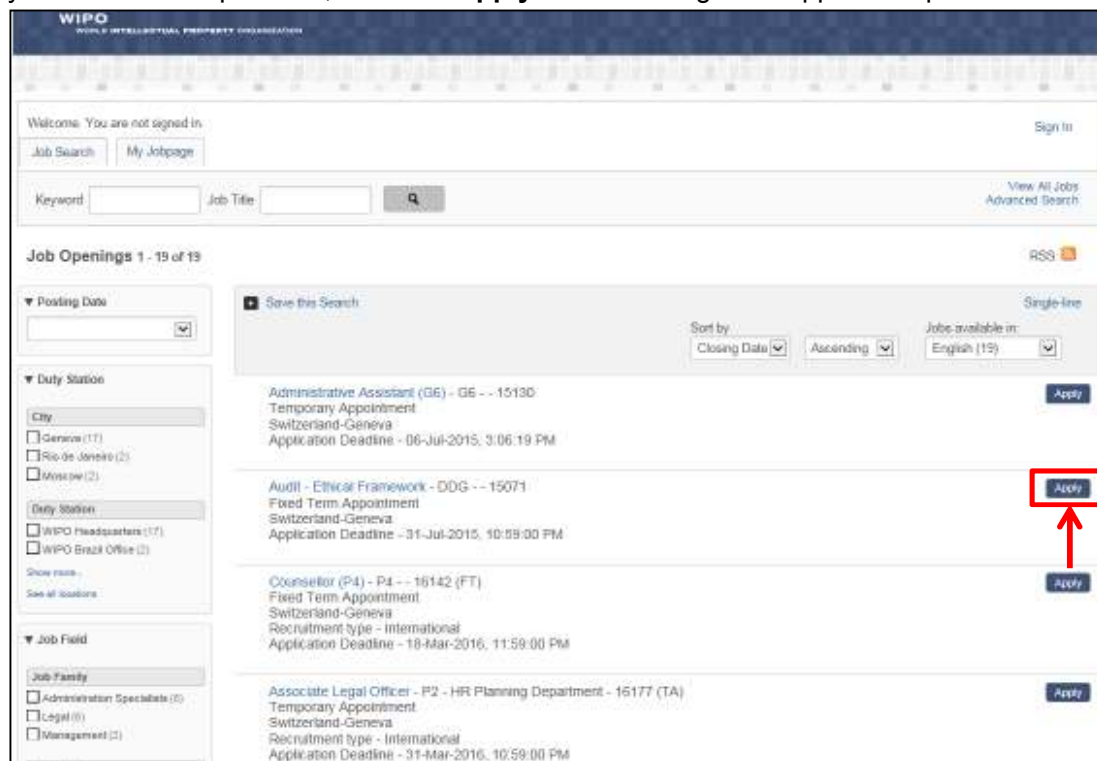
If you wish to create an online profile in our system without applying for a job, please refer to page 14 of this guide.

How to apply for a job opening at WIPO, step-by-step:

1. Starting from the Jobs at WIPO webpage, click the WIPO Careers section and then the “Apply” button



2. Upon clicking the “Apply” button, the WIPO online recruitment system will open and you can review the list of jobs currently available. If you find a job that corresponds to your skills and experience, click the “Apply” button to begin the application process.



3. After clicking the “Apply” button, you will be prompted to log in to your account or to create a new online profile. If you have created an account in our new system (after 6 April 2016) and forgot your username or password, click the “Forgot your username” or “Forgot your password” link to retrieve it.

The screenshot shows the WIPO login page. At the top, it says "WIPO WORLD INTELLECTUAL PROPERTY ORGANIZATION". Below that, it says "Welcome. You are not signed in." and has a "Job Search" button. The main heading is "Login". Below the heading, it says "To access your account, please identify yourself by providing the information requested in the fields below, then click 'Login'. If you are not registered yet, click 'New user' and follow the instructions to create an account." There are two input fields: "User Name" and "Password", both marked with an asterisk. Below the fields are links for "Forgot your username?", "Forgot your password?", "Login", and "New User". Two blue callout boxes with red arrows point to the "Login" and "New User" buttons. The first callout says "Returning users enter username and password then click Login". The second callout says "New Users or returning applicants who created an account before 1 April 2016 click here".

Note: The remainder of this guide is dedicated to first-time applicants, however returning users may find it useful when modifying profile information or applying to new jobs.

4. Enter the relevant information in the New User Registration section, then click “Register”.

The screenshot shows the "New User Registration" form. At the top, it says "New User Registration". Below that, it says "Please take a few moments to register. You will need this information to access your account in the future." There is a list of password rules:

- It must contain between 6 and 24 characters. Use only characters from the following set: !@#\$%^&*()-+=
- It must contain at least 1 lowercase letter(s) (abcdefghijklmnopqrstuvwxyz).
- It must contain at least 1 capital letter(s) (ABCDEFGHIJKLMNOPQRSTUVWXYZ).
- It must contain at least 1 numeric character(s) (0123456789).
- It must not contain more than 2 identical consecutive characters (AAA, iii, 55555 ...).
- It must not contain your user name.
- It must not contain your email address.
- It must not contain your first name.
- It must not contain your last name.

 Below the rules, it says "Mandatory fields are marked with an asterisk." There are five input fields: "User Name", "Password", "Re-enter Password", "Email Address", and "Re-enter Email Address", all marked with an asterisk. At the bottom, there are "Register" and "Cancel" buttons.

5. Upon registering, you will be asked to agree to the Privacy Agreement by clicking the “I Accept” button. (Note: clicking “I Decline” will cancel the application process)

Privacy Agreement

Select a language
English

The World Intellectual Property Organization (WIPO) values the privacy of your personal information. We take every precaution to protect the information you provide. By accessing this site, you will be required to provide certain personal information, such as your name, contact details, education and work history etc. You can access your personal information by logging into your profile from our website. You can then update, modify or delete your personal information.

By accessing this site, certain information about the User, such as Internet Protocol (IP) addresses, path of navigation through the site, the software used and the time spent on the site, along with other similar information, may be stored in a cloud solution. This information may be used, inter alia, for conducting web site traffic analysis.

Personal information collected by WIPO will only be used for human resources and recruitment purposes. We will not share personal information with third parties without your permission. While we make every effort to protect the personal information of the User on this site, we do not accept any liability for the security of the information. Your profile is password protected. Please remember never to share your password with anyone, and to change it frequently.

WIPO shall not be liable for any loss or damage that may occur while you are using the site.

We reserve the right to close your account if it contains false, misleading or inappropriate information.

I Accept | I Decline

6. Now you are ready to begin the online application. For the remainder of the process, you can follow your progress through the boxes at the top of the screen. The box highlighted in blue shows your actual step in the process. Here you have the option of either parsing a resume from LinkedIn, uploading a MS Word resume, or manually submitting the online application. Parsing will fill out some but not all the fields of the online application and you will need to check the fields to make sure the information was transferred correctly to the corresponding field in the system (i.e. mailing address should not display a phone number). Please note that your uploaded resume will not stay on file and is only used by the system to help you complete the required fields.

Welcome. You are signed in. My Account Options (My Job Cart (0 items) | Sign Out)

Job Search | My Jobpage

Applying for: LEGAL OFFICER (Job Number: 16165 (TA)) Step 1 out of 9

Resume Parsing | Personal Information | Education and Certifications | Employment Record | General Questions | Profile Questions | Letter of Motivation | eSignature | Renew and Submit

Save and Continue | Save and Exit | Withdraw Application

Resume Parsing

How to complete your application
Click here to open the quick guide

Upload data from LinkedIn

Or upload a resume

Select the resume file to upload

Browse...

Note: Once the process is completed, please verify the fields containing values automatically extracted from your resume.

No thanks, I will fill out the online submission manually

Save and Continue | Save and Exit | Withdraw Application

Privacy Agreement

Select this option to upload your data from LinkedIn. Upon clicking you will be prompted to enter your LinkedIn credentials.

Select this option to upload a resume or CV in MS Word format.

Select this option to manually complete the fields. You may copy and paste the information from a current CV. (This option is recommended)

7. Complete the Personal Information section by filling in personal details (name, nationality, date of birth, etc.), basic profile information, language skills, and setting preferences on receiving notifications for new vacancies. After completing the required information, click **“Save and Continue”** to proceed.

Applying for: LEGAL OFFICER (Job Number: 10165 (TA))

09/12/2019 | Personal

Home | My Profile | My Applications | My Account | My Notifications | My Settings | My Documents | My Alerts

Save and Continue | Save and Exit | Withdraw Application

Personal Information

Please enter all relevant personal information in the fields below.

Title: Not Specified

First Name:

Gender: Not Specified

Date of birth: Day: Month: Year:

First, (s)urname: Not Specified

Middle Name:

Last Name:

Civil status: Not Specified

Country and area of birth:

Second nationality: Not Specified

Third nationality: Not Specified

Present Address:

Address (line 1):

Address (line 2):

City:

Postal Code:

State/Country:

Country: Not Specified

Email Address: erp@wipo.int

Permanent Address (if different from Present Address):

Address (Line 1):

Address (Line 2):

City:

Postal Code:

State/Country:

Country: Not Specified

Alternative email Address:

Phone number (include country code, e.g. +41)

Home: Mobile: Work:

Basic profile information

Highest education level: Not Specified

Are you currently employed with WIPO?: Not Specified

If yes, please indicate your current contract type: Not Specified

If not employed by WIPO, are you employed by another UN organisation?: Not Specified

Language Skills:

Mother tongue 1: Not Specified | Mother tongue 2: Not Specified | Mother tongue 3: Not Specified

Other relevant languages:

Language	Speaking	Reading	Writing
English	Not Specified	Not Specified	Not Specified
French	Not Specified	Not Specified	Not Specified
Other relevant languages:	None	None	None
	None	None	None
	None	None	None
	None	None	None

If additional languages, please specify:

Please indicate how you heard about this job:

Source type: Select One:

Job Posting Notification

Please select this box to receive an email notification whenever similar opportunity is published.

Save and Continue | Save as Draft

After entering all the required information, click **“Save and Continue”** to proceed

8. Next, complete the Education and Certifications section. After completing all the relevant fields, click the “Save and Continue” button to proceed.

Applying for: LEGAL OFFICER (Job Number: 16165 (TA)) Step 2 out of 8 | Print/Email

[Personal Information](#) | **Education and Certifications** | [Employment Record](#) | [General Questions](#) | [Profile Questions](#) | [Letter of Motivation](#) | [Signature](#) | [Review and Submit](#)

[Save and Continue](#) | [Save and Exit](#) | [Withdraw Application](#)

Education and Certifications

Education
List your education below, starting with the most recent.

Education 1

* Institution: * Specialization/Main Course(s) of study:

* Education level (Diploma):

* From year: 1988 * To year: 1994

* City: * Country:

* Title of degree (in original language) and description of studies. If online education program please include link (3000 characters):

[Remove Education](#)

[Add Education](#)

Certifications
Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.

Certification 1

Certification: Number/ID:

Issue Date: Expiration Date:

If this certification will be received in the future, enter the expected issuing date.

Issuing Organization:

[Remove Certification](#)

[Add Certification](#)

[Save and Continue](#) | [Save and Exit](#) | [Withdraw Application](#) [Privacy Agreement](#)

Click the “Add Education” button to enter additional degrees obtained or in progress

Click the “Add Certification” button to enter additional certifications obtained

After entering all the required information, click “Save and Continue” to proceed

9. Enter the required information related to your work experience in the Employment Record section. You may wish to copy and paste the information from a CV/Resume.

Applying for: Legal Officer (Job Number: 16057 (FT))

Personal Information | Education and Certifications | **Employment** | General Questions | Public Questions | Letters of Reference | Signature | Review and Submit

Save and Continue | Save and Exit | Withdraw Application

Employment Record

Work Experience

List your work experience below, starting with the most recent.

Work Experience 1

Current job

+ Name of employer: Job title:

Registered address of employer and current work location (if different from employer's main address):

+ From: Month: Year: + To: Month: Year:

+ Working Time Percentage: Not Specified

If other, please specify:

+ Supervisor's Name: + Supervisor's Title:

Supervisor's Email Address: Supervisor's Phone:

I confirm that this supervisor may be contacted.

Number of employees supervised by you: Not Specified

+ Description of Duties and Responsibilities (3000 Characters):

Key Achievements (example: publications, associations, fellowships, additional skills etc.) (3000 Characters):

Reason for leaving:

Remove Work Experience

Add Work Experience

Save and Continue Save and Exit Withdraw Application

Click the "Add Work Experience" button to enter additional work experience

After entering all the required information, click "Save and Continue" to proceed

10. Complete the General Questionnaire on this page which applies to all job openings at WIPO.

Applying for: **Legal Officer (Job Number: 16087 (FT))**

Personal Information → Education and Certifications → Employment Record → **General Questions** → Profile Questions → Letter of Motivation → eSignature → Review and Submit

Save and Continue Save and Exit Withdraw Application

General Questions

Questionnaire
Please answer the following questions as accurately as possible.

1. All appointments are subject to a satisfactory medical examination. Are you willing to undergo a medical examination in the context of the recruitment process?
 Yes
 No

2. Are any members of your family employed by WIPO?
 Yes
 No

3. Employment at WIPO may require international travel. Are you willing to travel in the course of your duties?
 Yes
 No

4. Employment at WIPO may require occasionally moving to different functions in the course of your career or taking up new duties. Are you open to such changes?
 Yes
 No

5. Employment at WIPO may require transfer to one of its external offices. Would you be willing to relocate?
 Yes
 No

6. Recruitment to sensitive functions may be subject to passing a background check. Are you willing to undergo such a background check if necessary?
 Yes
 No

How to complete your application
Click here to open the quick guide

Save and Continue Save and Exit Withdraw Application

After answering all the questions, click "Save and Continue" to proceed

11. Complete the Profile Questionnaire which pertains to the specific job opening for which you are applying. Click the "Save and Continue" button once you have answered all the questions.

Applying for: **Legal Officer (Job Number: 16087 (FT))**

Personal Information → Education and Certifications → Employment Record → General Questions → **Profile Questions** → Letter of Motivation → eSignature → Review and Submit

Save and Continue Save and Exit Withdraw Application

Profile Questions

Questionnaire
Please answer the following questions as accurately as possible.

1. Do you have an advanced university degree in international relations, law or other closely related field?
 Yes
 No

2. Do you have a first-level university degree in science, economics, law or related field?

After answering all the questions, click "Save and Continue" to proceed

12. Next, please provide a motivational letter to complement your application. Once complete, click “Save and Continue” to proceed.

Tip: Your motivation letter should explain why you think that you would be a good candidate for this role and what you would bring to the Organization. It should make clear reference to the requirements outlined in the vacancy announcement and how you feel that your profile is a good fit.

Applying for: Legal Officer (Job Number: 16087 (FT))

Personal Information > Education and Certifications > Employment Record > General Questions > Profile Questions > Letter of Motivation > eSignature > Review and Submit

Save and Continue Save and Exit Withdraw Application

Letter of Motivation

Please explain how your qualifications, experience and skills make you suitable for this post in line with the requirements listed in the vacancy announcement and describe your motivation for applying to this vacancy.

* Plain text motivational letter(3000 characters)

letter of motivation

Save and Continue Save and Exit Withdraw Application [Privacy Agreement](#)

After completing the letter, click “Save and Continue” to proceed

13. Almost done! Please e-Sign your application by reading the statement, entering your full name and date of birth, then click the “Save and Continue” button.

Applying for: Legal Officer (Job Number: 16087 (FT))

Personal Information > Education and Certifications > Employment Record > General Questions > Profile Questions > Letter of Motivation > eSignature > Review and Submit

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

Select a language
English

By completing the information requested, I declare that the information provided such as the name, nationality, date of birth, education and work history and other data is true, complete and correct to the best of my knowledge and belief, and authorize WIPO to take any necessary steps to verify all information provided, including contacting former employers.

I understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during my application, may result in my disqualification from the hiring (or selection) process, or termination of my contract with WIPO at a later date, if that contract resulted from such willful misrepresentations.

Do not sign until you have read the above statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

* Please enter your full name:

* Please enter your date of birth:
(MMDDYYYY)

Save and Continue Save and Exit Withdraw Application [Privacy Agreement](#)

After entering the information, click “Save and Continue” to proceed

14. The last step in the process is to review and submit your application. Here you can review your profile, and go back to make any changes if necessary by clicking the “Edit” link. Once reviewed, click “Submit” to submit your application.

Applying for: Legal Officer (Job Number: 16087 (FT))

Personal Information | Education and Certifications | Employment Record | General Questions | Profile Questions | Letter of Motivation | eSignature | Review and Submit

Submit | Save and Exit | Withdraw Application

After a thorough review, click “Submit” in order to submit your application.

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information | Edit

Personal Information

Calin
3243
42344

Upon submitting, you will receive the following on-screen message, and an email confirmation.

Thank you

Process completed

You have successfully completed your online application.

[View My Submissions](#)

15. If you wish to view, edit or withdraw your submission at any time, go to the “My Jobpage” tab and select the “My Submissions” link to view the list of all applications you submitted.

J. Johnson, you are signed in. My Account Options | My Job Cart (0 items) | Sign Out

Job Search | **My Jobpage**

My Submissions | My Job Selections | Pending Job Applications

My Submissions (1 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page: 5

Completed Submissions

LEGAL OFFICER [Ⓜ]

Geneva-WPO Headquarters

Publication Date: 03-Mar-2016 – Job Number: 16168 (TA)

Job Status: Accepting Job Submissions

Submission Status: Completed – Updated: 15-Mar-2016

View/Edit Submission | Withdraw

Candidate Profile

Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.

Access my profile

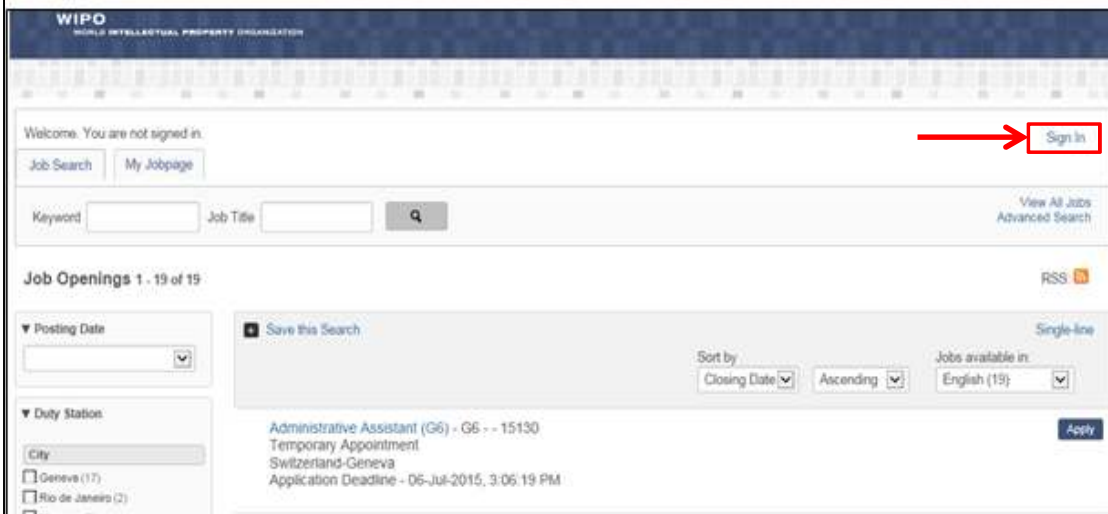
Icon legend

More information

Creating a profile in WIPO's Online Recruitment System without applying to a job:

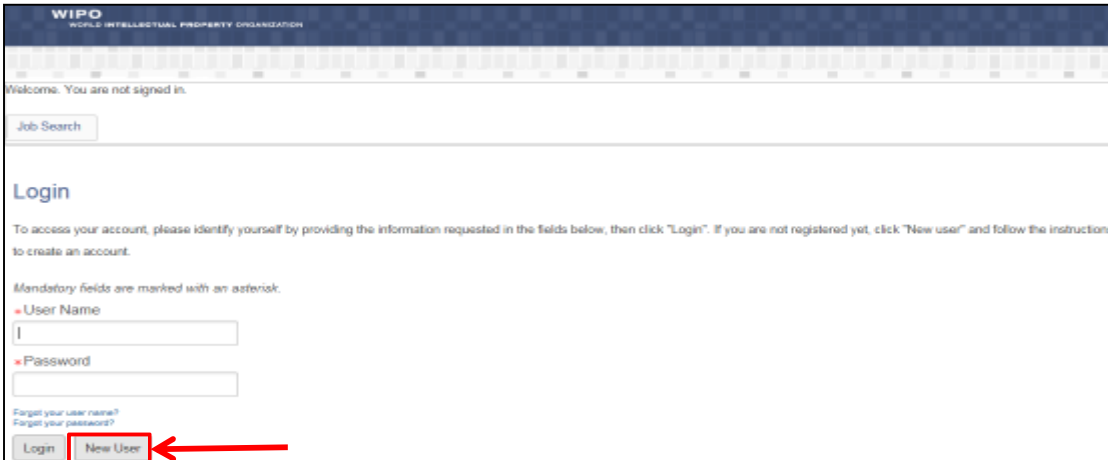
If you wish to create a spontaneous online profile in our system without applying to a specific job, please follow the below instructions and use this [link](#).

Click the “Sign In” link at the top right of the page:



The screenshot shows the WIPO recruitment system homepage. At the top, it says "WIPPO WORLD INTELLECTUAL PROPERTY ORGANIZATION". Below that, there is a navigation bar with "Job Search" and "My Jobpage" buttons. A search bar contains "Keyword" and "Job Title" fields with a search button. To the right of the search bar is a "Sign In" link, which is highlighted with a red box and a red arrow pointing to it from the right. Below the search bar, there is a "Job Openings 1 - 19 of 19" section. It includes a "Posting Date" dropdown, a "Duty Station" dropdown with "City" options (Geneva (17), Rio de Janeiro (2)), a "Save this Search" button, a "Sort by" dropdown set to "Closing Date", an "Ascending" dropdown, and a "Jobs available in" dropdown set to "English (19)". A job listing for "Administrative Assistant (G6) - G6 - - 15130" is visible, with details: "Temporary Appointment", "Switzerland-Geneva", and "Application Deadline - 06-Jul-2015, 3:06:19 PM". An "Apply" button is next to the listing.

After clicking “Sign In”, the user registration page will appear, select “New User”.



The screenshot shows the WIPO recruitment system login page. At the top, it says "WIPPO WORLD INTELLECTUAL PROPERTY ORGANIZATION". Below that, there is a navigation bar with "Job Search" button. A "Login" section is visible, with the text: "To access your account, please identify yourself by providing the information requested in the fields below, then click 'Login'. If you are not registered yet, click 'New user' and follow the instructions to create an account." Below this, there are two input fields: "User Name" and "Password", both marked with a red asterisk. Below the input fields, there are two links: "Forgot your user name?" and "Forgot your password?". At the bottom, there are two buttons: "Login" and "New User". The "New User" button is highlighted with a red box and a red arrow pointing to it from the left.

Enter your desired user name and password, and then agree to the privacy agreement on the next page.

On your homepage, select the “My Jobpage” tab and click the “Access my account” link on the right to begin entering your profile information. Please refer to steps 6-10 in this guide in order to complete the various sections of your online profile (pgs.5-9).

Deactivating your account:

If you wish to deactivate your account which will also withdraw all of your active job submissions, please do so by clicking the [My Account Options](#) link at the top right of the page, then click the **Deactivate** link.

Technical problems:

If you have encountered technical problems while creating your profile or applying to jobs, please document them by taking a screen shot (Ctrl+Print Screen) and send it to us at erecruit@wipo.int together with a short description of the problem and we will address it as soon as possible.

How to apply to the WIPO Internship Program

Getting Started:

Any individual interested in doing an internship at WIPO should submit his/her application through WIPO's online recruitment system and follow the below procedures:

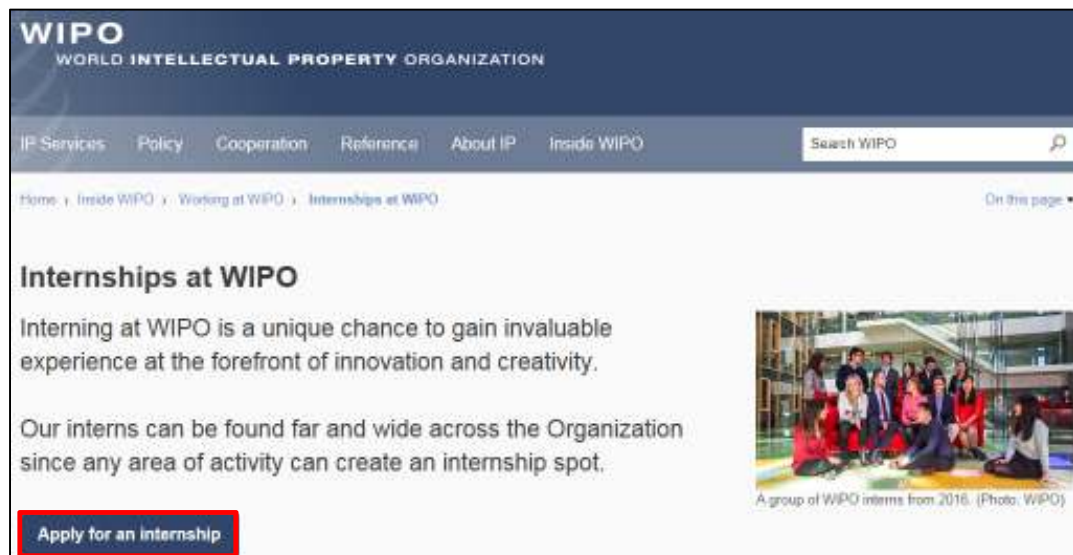
- Visit the webpage Jobs at WIPO.
- Select "Internships", then click "Apply for an internship".
- Create an online profile and complete the mandatory details in all sections of the online application.
- Applications will be acknowledged automatically by email, and applicants can monitor the status of their application(s) via our online system (my submissions page).
- All inquiries regarding the online application process should be addressed to erecruit@wipo.int.

Internship Application Process at WIPO:**Note to Applicants:**

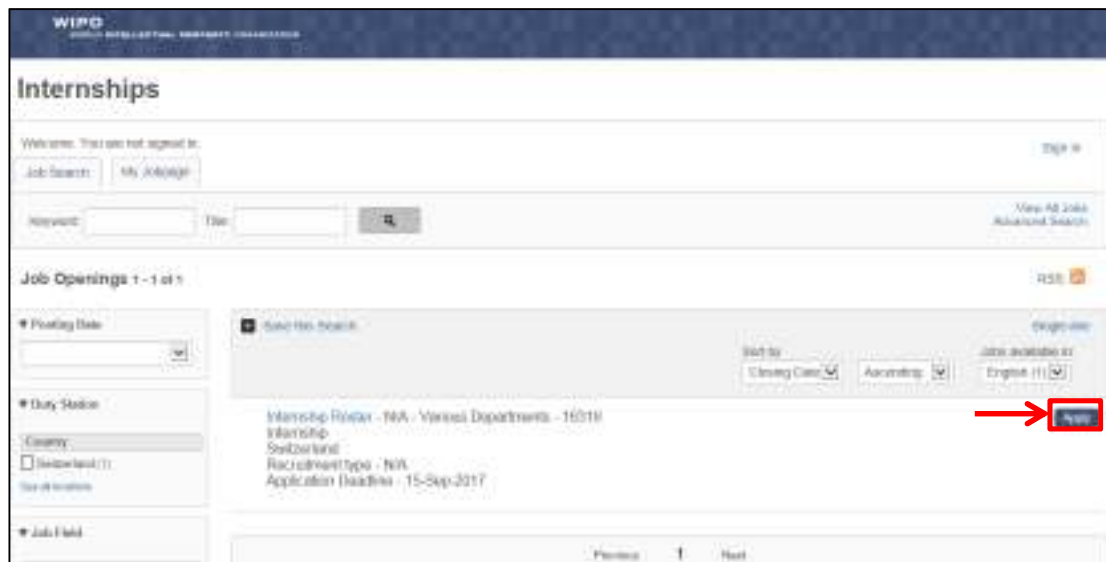
As of April 2016, WIPO has transitioned to a new online recruitment system. Returning job applicants who have completed an online profile to apply for jobs prior to 6 April 2016 will be required to create an account in our new online recruitment system in order to apply for jobs posted after that date. For additional information, please consult our [FAQs](#).

How to apply for an internship at WIPO, step-by-step:

1. Starting from the Jobs at WIPO webpage, click the “Internships” link, and then the link “Apply for an internship”



2. Upon clicking the link, the WIPO online recruiting system will open where you can apply for an internship. Go to the Internship Roster vacancy and click the “Apply” button to begin the application process.



3. After clicking the “Apply” button, you will be prompted to log in to your account or to create a new online profile. If you have created an account in our new system (after 6 April 2016) and forgot your username or password, click the “Forgot your username” or “Forgot your password” link to retrieve it.

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Note: The remainder of this guide is dedicated to first-time applicants, however returning users may find it useful when modifying profile information or applying to new jobs.

4. Enter the relevant information in the New User Registration section, then click “Register”.

The screenshot shows the "New User Registration" page. At the top, it says "New User Registration". Below that, it says "Please take a few moments to register. You will need this information to access your account in the future." There is a section for password requirements: "Please note that the password must respect the following rules:" followed by a list of rules:

- Must contain between 8 and 20 characters. Use only characters from the following set: [a-z][A-Z][0-9]!
- Must contain at least 1 lowercase letter [a-z]
- Must contain at least 1 capital letter [A-Z]
- Must contain at least 1 number [0-9]
- Must not contain more than 1-digit consecutive characters [AAA, 99999...]
- Must not contain your user name.
- Must not contain your email address.
- Must not contain your first name.
- Must not contain your last name.

Below the rules, it says "Mandatory fields are marked with an asterisk." There are five input fields: "User Name", "Password", "Re-enter Password", "Email Address", and "Re-enter Email Address". At the bottom, there are two buttons: "Register" and "Cancel".

5. Upon registering, you will be asked to agree to the Privacy Agreement by clicking the “I Accept” button. (Note: clicking “I Decline” will cancel the application process)

Privacy Agreement

Select a language
English ▼

The World Intellectual Property Organization (WIPO) values the privacy of your personal information. We take every precaution to protect the information you provide. By accessing this site, you will be required to provide certain personal information, such as your name, contact details, education and work history etc. You can access your personal information by logging into your profile from our website. You can then update, modify or delete your personal information.

By accessing this site, certain information about the User, such as Internet Protocol (IP) addresses, path of navigation through the site, the software used and the time spent on the site, along with other similar information, may be stored in a cloud solution. This information may be used, inter alia, for conducting web site traffic analysis.

Personal information collected by WIPO will only be used for human resources and recruitment purposes. We will not share personal information with third parties without your permission. While we make every effort to protect the personal information of the User on this site, we do not accept any liability for the security of the information. Your profile is password protected. Please remember never to share your password with anyone, and to change it frequently.

WIPO shall not be liable for any loss or damage that may occur while you are using the site.

We reserve the right to close your account if it contains false, misleading or inappropriate information.

6. Now you are ready to begin the online application. For the remainder of the process, you can follow your progress through the boxes at the top of the screen. The box highlighted in blue shows your actual step in the process. Here you have the option of either parsing a resume from LinkedIn, or uploading a MS Word resume, or manually submitting the online application. Parsing will fill out some but not all the fields of the online application, and you will need to check the fields to make sure the information was transferred correctly to the corresponding field in the system (i.e. mailing address should not display a phone number). Please note that your uploaded resume will not stay on file and is only used by the system to help you complete the required fields.

Applying for: Law IP - Internship (Job Number: 16025)

Resume Parsing
Personal Information
Job Application & Search
Education and Certifications
Employment Record
General Questions
Profile Questions
Letter of Motivation
References
eSignature

Save and Continue
Save and Exit
Withdraw Application

Resume Parsing

How to complete your application
Click here to open the quick guide

Upload data from LinkedIn

Select this option to upload your data from LinkedIn. Upon clicking you will be prompted to enter your LinkedIn credentials.

Or upload a resume

Select the resume file to upload

Select this option to upload a resume or CV in MS Word format.

No thanks, I will fill out the online submission manually. Select this option to manually complete the fields. You may copy and paste the information from a current CV. (This option is recommended)

Save and Continue
Save and Exit
Withdraw Application

Privacy Agreement

7. Complete the Personal Information section by filling in personal details (name, nationality, date of birth, etc.), basic profile information, language skills, and setting preferences on receiving notifications for new vacancies. After completing the required information, click **“Save and Continue”** to proceed.

Personal information
Please enter all relevant personal information in the fields below.

Title

* First Name

Middle Name

* Last Name

* Gender

* Marital Status

* Date of Birth
 Day:
 Month:
 Year:

* Country and Place of Birth

* First Address

Second Address

Third Address

WIPO is committed to being an employer of choice. The first nationality indicated will determine the nationality of recruitment. This is subject to availability of positions and meeting the individual's needs.

Present Address:

* Address (line 1)

Address (line 2)

* City

Postal Code

State/Country

* Country

* Email Address

Permanent Address (if different from Present Address):

Address (Line 1)

Address (Line 2)

City

Postal Code

State/Country

Country

Alternative email Address

Phone number (include country code, e.g. +41)

Home

* Mobile

Work

Basic profile information

* Highest education level

* Are you currently employed with WIPO?

If yes, please indicate your current contract type

If not employed by WIPO, are you employed by another UN organisation?

Language Skills:

* Mother tongue 1
 Speaking

Mother tongue 2
 Speaking

Mother tongue 3
 Reading

Writing

If proficiency exams passed, please enter the year

For descriptions of Language levels, [click here](#).

English

French

Other relevant languages:

If additional languages, please specify:

Please indicate how you heard about this job
 * Source type

Job Posting Notification
 Please select this box to receive an email notification whenever similar opportunity is published.

After entering all the required information, click **“Save and Continue”** to proceed

8. Next, complete the Education and Certifications section. After completing all the relevant fields, click the “Save and Continue” button to proceed.

The screenshot displays the 'Education and Certifications' section of an application form. At the top, there are three buttons: 'Save and Continue', 'Save and Exit', and 'Withdraw Application'. The section is titled 'Education and Certifications' and is divided into two main parts: 'Education' and 'Certifications'.

Education Section:

- Education 1:** This section contains several input fields:
 - Institution:** A text box containing 'Actors Studio'.
 - Specialization(Main Course(s) of study):** A text box containing 'Communications'.
 - Education level (Diploma):** A dropdown menu with 'First level University Degree' selected.
 - From year:** A dropdown menu with 'Sep' selected for the month and '1995' for the year.
 - To year:** A dropdown menu with 'Apr' selected for the month and '1994' for the year.
 - City:** A text box containing 'Hollywood'.
 - Country:** A dropdown menu with 'United States of America' selected.
 - Title of degree (in original language) and description of studies. If online education program please include link (3000 characters):** A text box containing 'Communications and public discourse'.
- Buttons:** Below the 'Education 1' section are two buttons: 'Remove Education' and 'Add Education'.

Certifications Section:

- Certification 1:** This section contains several input fields:
 - Certification:** An empty text box.
 - Number/ID:** An empty text box.
 - Issue Date:** Two dropdown menus for 'Month' and 'Year'.
 - Expiration Date:** Two dropdown menus for 'Month' and 'Year'.
 - Issuing Organization:** An empty text box.
- Buttons:** Below the 'Certification 1' section are two buttons: 'Remove Certification' and 'Add Certification'.

Callout Boxes and Arrows:

- A blue callout box with the text 'Click the “Add Education” button to enter additional degrees obtained or in progress' has a red arrow pointing to the 'Add Education' button.
- A blue callout box with the text 'Click the “Add Certification” button to enter additional certifications obtained' has a red arrow pointing to the 'Add Certification' button.
- A blue callout box with the text 'After entering all the required information, click “Save and Continue” to proceed' has a red arrow pointing to the 'Save and Continue' button at the bottom of the form.

At the bottom of the form, there are three buttons: 'Save and Continue', 'Save and Exit', and 'Withdraw Application'. A 'Privacy Agreement' link is also visible in the bottom right corner.

9. Enter the required information related to any work or previous internship experience in the Employment Record section. You may wish to copy and paste the information from a CV/Resume.

Employment Record

Work Experience
List your work experience below, starting with the most recent.

Work Experience 1

Current job

+ Name of employer Job title

Registered address of employer and current work location (if different from employer's main address):

+ From: Month Year To: Month Year

+ Working Time Percentage
Not Specified
If other, please specify:

+ Supervisor's Name Supervisor's Title
Supervisor's Email Address Supervisor's Phone

I confirm that this supervisor may be contacted

Number of employees supervised by you:
Not Specified

+ Description of Duties and Responsibilities (3000 Characters)

Key Achievements (example: publications, associations, fellowships, additional skills etc.) (3000 Characters)

Reason for leaving

Click the "Add Work Experience" button to enter additional work experience

After entering all the required information, click "Save and Continue" to proceed

10. Complete the General Questionnaire on this page which applies to all job openings at WIPO.

General Questions

Questionnaire
Please answer the following questions as accurately as possible.

How to complete your application
Click here to open the quick guide

+ 1. All appointments are subject to a satisfactory medical examination. Are you willing to undergo a medical examination in the context of the recruitment process?
 Yes
 No

+ 2. Are any members of your family employed by WIPO?
 Yes
 No

+ 3. Employment at WIPO may require international travel. Are you willing to travel in the course of your duties?
 Yes
 No

+ 4. Employment at WIPO may require occasionally moving to different functions in the course of your career or taking up new duties. Are you open to such changes?
 Yes
 No

+ 5. Employment at WIPO may require transfer to one of its external offices. Would you be willing to relocate?
 Yes
 No

+ 6. Recruitment to sensitive functions may be subject to passing a background check. Are you willing to undergo such a check?
 Yes
 No

Save and Continue Save and Exit Withdraw Application Privacy Agreement

After answering all the questions, click "Save and Continue" to proceed

11. Complete the Profile Questionnaire which pertains to the Internship Program. Click the "Save and Continue" button once you have answered all questions.

Profile Questions

Questionnaire
Please answer the following questions as accurately as possible.

Save and Continue Save as Draft Quit

1. Are you a competent user of Microsoft Office applications including Word, Excel, Outlook and PowerPoint and the internet, and the ability to adapt quickly to new software?
 Yes (Desired)
 No (Not Desired)

2. Can you provide relevant documents pertaining to your previous Experience?
 Yes
 No

3. Do you have post graduate degree?
 Yes
 No

After answering all the questions, click "Save and Continue" to proceed

12. Next, please provide a motivational letter to complement your application. Once complete, click “Save and Continue” to proceed.

Save and Continue Save and Exit Withdraw Application

Letter of Motivation

Please explain how your qualifications, experience and skills make you suitable for this post in line with the requirements listed in the vacancy announcement and describe your motivation for applying to this vacancy.

* Plain text motivational letter(3000 characters)

letter of motivation

Save and Continue Save and Exit Withdraw Application Privacy Agreement

After completing the letter, click “Save and Continue” to proceed

13. In order to apply for an internship at WIPO you must provide at least two references, do so in the following screen. Click “Save and Continue” to proceed.

References

References

Please list your references below. References are individuals that are familiar with your work capabilities and your educational training and should preferably be your previous supervisors. If possible, please note that reference checks are undertaken systematically by third certified entities. Professional references in relation to specific work assignments may be requested by WIPO's Human Resources. You must specify 1 reference address.

Last Name: First Name: Middle Name:

Phone Number: Email Address:

Signature: Title:

Location: Relationship:

City: How long have you known this person?

Save and Continue Save as Draft

After entering the required information, click “Save and Continue” to proceed

- 14. Almost done! Please e-Sign your application by reading the statement, entering your full name and date of birth, then click the “Save and Continue” button.**

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

Select a language
English

By completing the information requested, I declare that the information provided such as the name, nationality, date of birth, education and work history and other data is true, complete and correct to the best of my knowledge and belief, and authorize WIPO to take any necessary steps to verify all information provided, including contacting former employers.

I understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during my application, may result in my disqualification from the hiring (or selection) process, or termination of my contract with WIPO at a later date, if that contract resulted from such willful misrepresentations.

Do not sign until you have read the above statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below:

+ Please enter your full name:

+ Please enter your date of birth (MMDDYYYY):

[Privacy Agreement](#)

After entering the information, click “Save and Continue” to proceed

- 15. The last step in the process is to review and submit your application.** Here you can review your profile, and go back to make any changes if necessary by clicking the “Edit” link. Once reviewed, click “Submit” to submit your application.

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information | [Edit](#)

Personal Information

Caitin
3243
27544

After a thorough review, click “Submit” in order to submit your application.

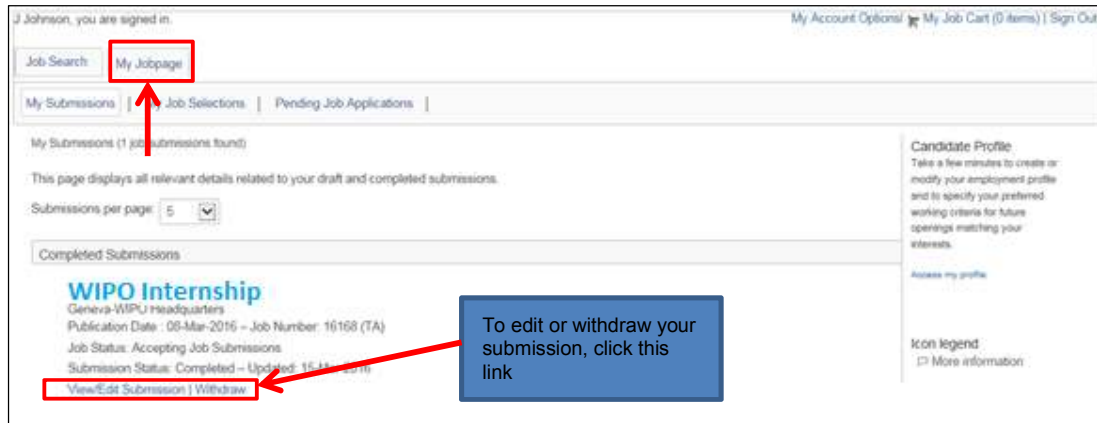
Upon submitting, you will receive the following on-screen message, and an email confirmation.

Thank you!

Process completed
You have successfully completed your online application.

[View My Submissions](#)

16. If you wish to view, edit or withdraw your submission at any time, go to the “My Jobpage” tab and select the “My Submissions” link to view the list of all applications you submitted.



Deactivating your account:

If you wish to deactivate your account which will also withdraw all of your active job submissions, please do so by clicking the My Account Options link at the top right of the page, then click the **Deactivate** link.



How to Apply for Opportunities as an Individual Contractor (ICS) at WIPO

Getting Started:

Any individual interested in a temporary consultancy with WIPO as an Individual Contractor should follow the below instructions when applying for opportunities. These opportunities are identifiable by the contract type Individual Contractor Services (ICS) and will be referred to as ICS throughout this document.

- View WIPO's current list of ICS opportunities.
- Select the opportunity meeting your skills and qualifications for which you would like to apply.
- Create an online profile and complete the mandatory details in all sections of the online application.
- All applications must be submitted before the vacancy notice closing deadline, which corresponds to the local date and time of each user.
- Applications will be acknowledged automatically by email, and successful applicants will be contacted within two months from date of closure of the vacancy announcement.
- All inquiries regarding the online application process should be addressed to ics@wipo.int.


Application Process at WIPO:



Note to Applicants:

As of April 2016, WIPO has transitioned to a new online recruiting system. Returning applicants who have completed an online profile to apply for jobs or ICS opportunities at WIPO prior to 1 April 2016 will be required to create an account in our new online recruitment system in order to apply for jobs posted after that date. For additional information, please consult our [FAQs](#).

Subscribe to WIPO Job Alerts:

To subscribe to WIPO ICS opportunities alerts, click the RSS feed link  available on the list of ICS opportunities at WIPO. (Jobs at WIPO page > Individual contractors section "Apply for an ICS position"> RSS link)

Note on ICS Contracts:

ICS contractors fall outside of the coverage of employment contracts for WIPO Staff members and are not subject to the WIPO Staff Regulations and Rules. The contractor has no entitlement to vacation or sick leave, except for WIPO official holidays, or to medical insurance or staff pension. Absences from work will be deducted from the contractor's payment on a pro-rated basis.

Deactivating your Account:

If you wish to deactivate your account, which will also withdraw all of your active job submissions, please do so by clicking the My Account Options link at the top right of the page, then click the **Deactivate** link.



How to apply for an ICS opportunity at WIPO

1. Upon clicking the “Apply for an ICS position” button, the list of ICS opportunities currently available will open. Click the job title to view the details of the corresponding opportunity. To apply you may either click the “Apply Online” button from within the job description, or return to the list and click the “Apply” button next to the corresponding job title.

The screenshot shows the WIPO Individual Contractor Services opportunities page. At the top, the WIPO logo and 'Individual Contractor Services opportunities' are visible. Below the header, there is a navigation bar with 'My Account Options', 'My Job Cart (0 items)', and 'Sign Out'. A search bar is present with 'Basic Search' and 'My Jobpage' buttons. The main content area displays the job title 'APPLICATION ADMINISTRATOR - ICS' and includes sections for 'Organizational context', 'Knowledge, skills and competencies' (Essential and Desirable), and a red-bordered 'Apply Online' button at the bottom.

WIPO
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Individual Contractor Services opportunities

News: You are signed in: My Account Options | My Job Cart (0 items) | Sign Out

My Job Search My Jobpage

Basic Search

View all job vacancies PUBLISH POINT

Apply Online Add to My Job Cart [SHARE](#) [Facebook](#) [Twitter](#)

Requisition Title: APPLICATION ADMINISTRATOR - ICS

1. Organizational context

The post is located in the Patent Database Section of the Global Databases Service. This Section is responsible for developing and maintaining the PATENTSCOPE system. PATENTSCOPE, one of WIPO's global databases, is a patent search system providing public access to the Patent Cooperation Treaty (PCT) applications in full text format. The system currently holds 35 million patents from 39 different countries and organizations.

The main role of the incumbent is to ensure that PCT and national patent collections are processed and loaded in a timely manner.

Knowledge, skills and competencies

Essential:

- Comprehensive knowledge of XML format, XML processing tools, Linux, shell scripting, JAVA, open source development environments and database environments including Oracle, MySQL or similar products.
- Good understanding of IT best practice and its application in a business environment.
- Ability to analyze and resolve user needs and complex systems problems.
- Ability to communicate on technical issues with a diverse audience.
- Excellent analytical and organizational skills.
- Excellent communication and interpersonal skills and ability to maintain effective partnerships and working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity
- Good knowledge of production procedures and data flows.
- Ability to troubleshoot under pressure.
- Ability to work on own initiative and as a member of a team.

Desirable:

- Knowledge of Talend, Lucene, SOLR, JUnit, JMeter and web application frameworks such as JSF or Spring.

Apply Online Add to My Job Cart [SHARE](#) [Facebook](#) [Twitter](#)

WIPO
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Welcome. You are not signed in. [Sign in](#)

Opportunities search My campaign

Keyword: Assignment title: [View all assignments](#)

Assignment opportunities 1 - 7 of 7 [View all](#)

Filtering Date: [Save this search](#)

Sort by: Assignment opportunities available in:

Job Field

Job Family	Job Number	Job Title	Application Deadline	Actions
<input type="checkbox"/> Industrial Commercial Service (I)	16432	Consultant - ICJ	31.04.2016	Apply Info
<input type="checkbox"/> Administrative Specialist (A)	16176	Consultant - ICJ	12.06.2015	Apply Info
<input type="checkbox"/> Specialist (S)	16200	APPLICATION ADMINISTRATOR - ICJ	24.06.2016	Apply Info
<input type="checkbox"/> Project Manager (P)	16438	Project manager	31.04.2016	Apply Info

2. After clicking the “Apply” button, you will be prompted to log in to your account or to create a new online profile. If you have created an account in our new system (after 6 April 2016) and forgot your username or password, click the “Forgot your username” or “Forgot your password” link to retrieve it.

WIPO
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Welcome. You are not signed in. [Job Search](#)

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click “Login”. If you are not registered yet, click “New user” and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

* User Name

* Password

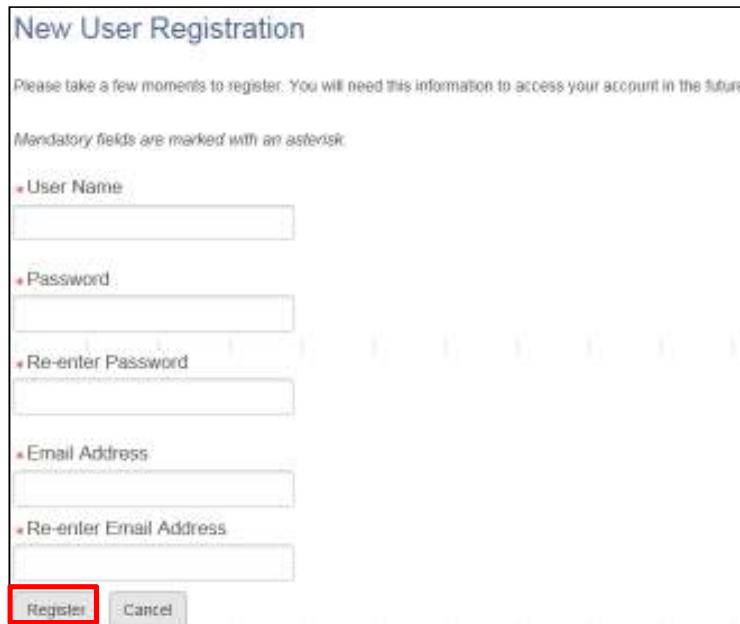
[Forgot your user name?](#)
[Forgot your password?](#)

Returning users enter username and password then click **Login**

New Users or returning applicants who created an account before 1 April 2016 click here

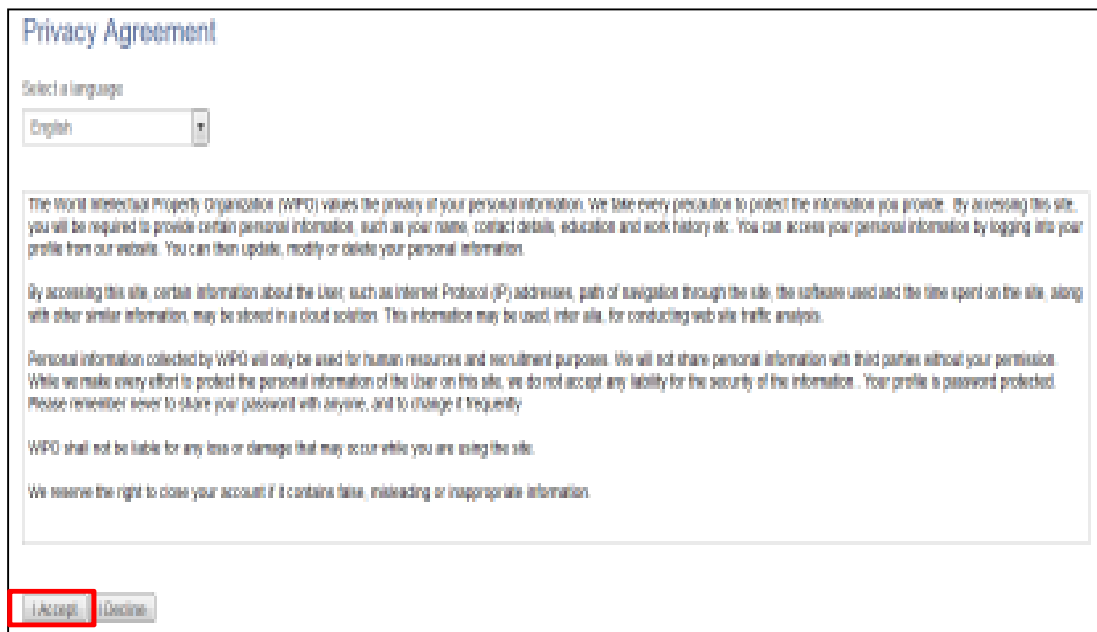
Note: The remainder of this guide is dedicated to first-time applicants, however returning users may find it useful when modifying profile information or applying to new opportunities.

3. Enter the relevant information in the New User Registration section, then click “Register”.



The screenshot shows a web form titled "New User Registration". Below the title is a sub-header "Please take a few moments to register. You will need this information to access your account in the future". A note states "Mandatory fields are marked with an asterisk". The form contains six input fields, each with a red asterisk to its left: "User Name", "Password", "Re-enter Password", "Email Address", and "Re-enter Email Address". At the bottom of the form are two buttons: "Register" (highlighted with a red box) and "Cancel".

4. Upon registering, you will be asked to agree to the Privacy Agreement by clicking the “I Accept” button. (Note: clicking “I Decline” will cancel the application process)



The screenshot shows a web page titled "Privacy Agreement". At the top, there is a "Select a language" dropdown menu with "English" selected. Below this is a large text area containing the following text:

The World Intellectual Property Organization (WIPO) values the privacy of your personal information. We take every precaution to protect the information you provide. By accessing this site, you will be required to provide certain personal information, such as your name, contact details, education and work history etc. You can access your personal information by logging into your profile from our website. You can then update, modify or delete your personal information.

By accessing this site, certain information about the User, such as Internet Protocol (IP) addresses, path of navigation through the site, the software used and the time spent on the site, along with other similar information, may be stored in a cloud solution. This information may be used, inter alia, for conducting web site traffic analysis.

Personal information collected by WIPO will only be used for human resources and recruitment purposes. We will not share personal information with third parties without your permission. While we make every effort to protect the personal information of the User on this site, we do not accept any liability for the security of the information. Your profile is password protected. Please remember never to share your password with anyone, and to change it frequently.

WIPO shall not be liable for any loss or damage that may occur while you are using the site.

We reserve the right to close your account if it contains false, misleading or inappropriate information.

At the bottom of the page are two buttons: "I Accept" (highlighted with a red box) and "I Decline".

5. Now you are ready to begin the online application. For the remainder of the process, you can follow your progress through the boxes at the top of the screen. The box highlighted in blue shows your actual step in the process. Here you have the option of either parsing a resume from LinkedIn, or uploading a MS Word resume, or manually submitting the online application. Parsing will fill out some but not all the fields of the online application and you will need to check the fields to make sure the information was transferred correctly to the corresponding field in the system (i.e. mailing address should not display a phone number). Please note that your uploaded resume will not stay on file and is only used by the system to help you complete the required fields.

Welcome. You are signed in. My Account Options: My Job List (0 items) | Sign Out

Job Search | My Jobpage


Applying for: **Application Administrator- ICS (Job Number 16100)** Step 1 out of 9

System Profile
 Personal Information
 Education and Certifications
 Employment Record
 General Questions
 Skills Questions
 Letter of Motivation
 Signature
 Review and Submit

Resume Parsing

How to complete your application
[Click here to open the quick guide](#)

Upload data from LinkedIn



Select this option to upload your data from LinkedIn. Upon clicking you will be prompted to enter your LinkedIn credentials.

Select the resume file to upload

Select this option to upload a resume or CV in MS Word format.

Or upload a resume

No thanks, I will fill out the online submission manually

Select this option to manually complete the fields. You may copy and paste the information from a current CV. (This option is recommended)

[Privacy Agreement](#)

How to complete your application
[Click here to open the quick guide](#)

7. Next, complete the Education and Certifications section. After completing all the relevant fields, click the “Save and Continue” button to proceed.

The screenshot displays the 'Education and Certifications' section of an application form. It is divided into two main parts: 'Education' and 'Certifications'. The 'Education' section includes a form for 'Education 1' with fields for Institution (NET), Specialisation/Major Course(s) of study (Management), Education level (Diploma), First level University Degree (First level University Degree), From year (Feb 2012), To year (Feb 2016), City (Singapore), and Country (Singapore). A text area is provided for the title of the degree and a description of studies. Below this is a 'Remove Education' button and an 'Add Education' button. A red arrow points from a blue callout box to the 'Add Education' button. The callout box contains the text: 'Click the “Add Education” button to enter additional degrees obtained or in progress'. The 'Certifications' section includes a form for 'Certification 1' with fields for Certification Number/ID, Issue Date (Month and Year), and Expiration Date (Month and Year). A note states: 'If this certification will be received in the future, enter the expected issuing date.' Below this is a field for Issuing Organization, a 'Remove Certification' button, and an 'Add Certification' button. A red arrow points from a blue callout box to the 'Add Certification' button. The callout box contains the text: 'Click the “Add Certification” button to enter additional certifications obtained'. At the bottom of the form, there are three buttons: 'Save and Continue', 'Save and Exit', and 'Withdraw Application'. A red arrow points from a blue callout box to the 'Save and Continue' button. The callout box contains the text: 'After entering all the required information, click “Save and Continue” to proceed'. A 'Privacy Agreement' link is located at the bottom right of the form.

8. Enter the required information related to your work experience in the Employment Record section. You may wish to copy and paste the information from a CV/Resume.

Applying for: APPLICATION ADMINISTRATOR - ICS (Job Number: 16202)

Resume Parsing | Personal Information | Education and Certifications | **Employment Record** | General Questions | Profile Questions | Letter of Motivation | eSignature | Review and Submit

Employment Record

Work Experience
List your work experience below, starting with the most recent.

Work Experience 1
 Current job

* Name of employer Job title

Registered address of employer and current work location (if different from employer's main address):

* From: Month Year * To: Month Year

* Working Time Percentage
Not Specified
If other, please specify:

* Supervisor's Name * Supervisor's Title

Supervisor's Email Address Supervisor's Phone

I confirm that this supervisor may be contacted.

Number of employees supervised by you:
Not Specified

* Description of Duties and Responsibilities (3000 Characters)

Key Achievements (example: publications, associations, fellowships, additional skills etc.) (3000 Characters)

Reason for leaving

Click the "Add Work Experience" button to enter additional work experience

After entering all the required information, click "Save and Continue" to proceed

9. Complete the General Questionnaire on this page which applies to all ICS opportunities at WIPO.

General Questions

Questionnaire
Please answer the following questions as accurately as possible.

How to complete your application
Click here to open the quick guide

1. All appointments are subject to a satisfactory medical examination. Are you willing to undergo a medical examination in the context of the recruitment process?
 Yes
 No

2. Are any members of your family employed by WIPO?
 Yes
 No

3. Employment at WIPO may require international travel. Are you willing to travel in the course of your duties?
 Yes
 No

4. Employment at WIPO may require occasionally moving to different functions in the course of your career or taking up new duties. Are you open to such changes?
 Yes
 No

5. Employment at WIPO may require transfer to one of its external offices. Would you be willing to relocate?
 Yes
 No

6. Recruitment to sensitive functions may be subject to passing a background check. Are you willing to undergo such a check?
 Yes
 No

Save and Continue Save and Exit Withdraw Application Privacy Agreement

After answering all the questions, click "Save and Continue" to proceed

10. Complete the Profile Questionnaire which pertains to the specific job opening for which you are applying. Click the "Save and Continue" button once you have answered all the questions.

Applying for: APPLICATION ADMINISTRATOR - ICS (Job Number: 16202) Step 5 out of 8 | Profile Questions

Personal Information Education and Certifications Employment Record General Questions Profile Questions Letter of Motivation eSignature Review and Save

Save and Continue Save and Exit Withdraw Application

Profile Questions

Questionnaire
Please answer the following questions as accurately as possible.

How to complete your application
Click here to open the quick guide

1. Would you like to work for WIPO?
 Yes, definitely
 No, I don't want to
 I am not quite sure.

Save and Continue Save and Exit Withdraw Application Privacy Agreement

After answering all the questions, click "Save and Continue" to proceed

11. Next, please provide a motivational letter to complement your application. Once complete, click **“Save and Continue”** to proceed.

Applying for: APPLICATION ADMINISTRATOR - ICS (Job Number: 16202) Step 5 out of 8 | Home/Cancel

Personal Information | Education and Certifications | Employment Record | General Questions | Profile Questions | **Letter of Motivation** | eSignature | Review and Submit

Save and Continue | Save and Exit | Withdraw Application

Letter of Motivation

Please explain how your qualifications, experience and skills make you suitable for this post in line with the requirements listed in the vacancy announcement, and describe your motivation for applying to this vacancy.

* Plain text motivational letter(3000 characters)

How to complete your application
Click here to open the quick guide

Save and Continue | Save and Exit | Withdraw Application | Privacy Agreement

After completing the letter, click **“Save and Continue”** to proceed

12. Almost done! Please e-Sign your application by reading the statement, entering your full name and date of birth, then click the **“Save and Continue”** button.

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

Select a language
English

By completing the information requested, I declare that the information provided such as the name, nationality, date of birth, education and work history and other data is true, complete and correct to the best of my knowledge and belief, and authorize WIPO to take any necessary steps to verify all information provided, including contacting former employers.

I understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during my application, may result in my disqualification from the hiring (or selection) process, or termination of my contract with WIPO at a later date, if that contract resulted from such willful misrepresentations.

Do not sign until you have read the above statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

+ Please enter your full name:

+ Please enter your date of birth (MMDDYYYY):

Save and Continue | Save and Exit | Withdraw Application | Privacy Agreement

After entering the information, click **“Save and Continue”** to proceed

13. **The last step in the process is to review and submit your application.** Here you can review your profile, and go back to make any changes if necessary by clicking the **“Edit”** link. Once reviewed, click **“Submit”** to submit your application.

Upon submitting, you will receive the following on-screen message, and an email confirmation.

14. If you wish to view, edit or withdraw your submission at any time, go to the **“My Jobpage”** tab and select the **“My Submissions”** link to view the list of all applications you submitted.