

How to prepare a complete application for the selection of HRC mandate holders?

- **Part 1.** The **compulsory online survey** should be completed in full by the deadline, in English or French only. Please complete all fields of the survey and do not use acronyms or abbreviations. Candidates are encouraged to complete the survey first.
- **Part 2.** The **compulsory mandate-specific Word application form** (to be downloaded from the relevant selection process web page) should be completed in full by the deadline, in English or French only. Please read the instructions contained in the form carefully and fill the form in accordance with such instructions.
 - Candidates **applying to more than one mandate** in a given selection process should submit a mandate-specific Word application form for each mandate.
 - The **name and surname** reflected in the online survey and in the Word application form (both in sections I (personal data) and VIII (certify and submit application)) shall fully coincide.
 - In both the online survey and the Word application form, **candidates should select only one nationality as the nationality that will be used as reference for the selection process**, including for the public list of eligible candidates. Any additional nationality/es can be listed in the fields dedicated to that effect in the online survey and Word application form. The information provided in this respect in the online survey shall fully coincide with that provided in the Word application form.
 - Candidates eligible for the vacancies in **Working Groups** and in the **Expert Mechanism on the Right to Development** are only nationals of States belonging to the specific [regional groups](#) for which specific vacancies have been advertised. For members of the [Expert Mechanism on the Rights of Indigenous Peoples](#), candidates need to represent the indigenous sociocultural region for which the respective vacancy has been advertised.
 - **Candidates are requested to fill section VI (employment) fully and according to instructions, without using acronyms or abbreviations.** This section is important for determining the eligibility of candidates as regards their professional experience in the field of human rights. According to the practice established by successive Consultative Groups, applicants are considered eligible if they hold an advanced university degree such as Masters or equivalent (minimum duration of four years in full-time study), and have at least seven years of relevant professional experience in the field of human rights. A minimum of 11 years of relevant professional experience in the field of human rights may be accepted in lieu of the advanced university degree.
 - Candidates should **not use acronyms or abbreviations** without spelling them out at first use.
 - In section VII (**compliance with ethics and integrity provisions**), replying “yes” to question 4 means compliance with the provisions in paragraphs 44 and 46 of the annex to Human Rights Council resolution 5/1 and replying “no” means non-compliance with such provisions. In case the reply to question 4 is “no”, candidates shall provide a reply to question 5 as well.
 - Please do not forget to fill section VIII (**certify and submit application**) by inserting your full name and date.
- Candidates can submit a **maximum of three letters of support**. These are not compulsory. Additional letters will not be accepted. Letters of support may be submitted by third parties by email directly to the Secretariat by the deadline (the name of the candidate shall be clearly identified in the subject of the email).
- **Documents** other than the mandate-specific Word application form and three letters of support (e.g., CVs and resumés) will not be accepted.
- Early submission of both compulsory parts of the application, i.e., online survey and mandate-specific Word application form, is strongly encouraged, in particular to avoid technical difficulties.
Incomplete and late submissions will not be considered under any circumstances. Deadlines usually expire at 12 noon (i.e., midday) Geneva time.

For additional information on the criteria under which candidates are assessed and a comprehensive overview of the selection and appointment process, please visit the Consultative Groups’ [frequently asked questions web page](#).