How to apply online for the UniGe projects

Requirements

To proceed with the online application, you need to have SPID (The Italian Public Digital Identity System). If you're a citizen of another EU country and legally reside in Italy, you need to ask the Dipartimento per le Politiche Giovanili e il Servizio Civile Universale (Department of Youth Policies and Universal Civil Service) for the credentials to access the DOL platform. You can do so through this page:

https://domandaonline.serviziocivile.it/RichiestaCredenziali .

Accessing the DOL platform

You can access the platform through this link:

https://domandaonline.serviziocivile.it/

To access the DOL platform you need either the SPID or the credentials issued by the Dipartimento per le Politiche Giovanili e il Servizio Civile Universale.
Once the access to the platform is confirmed, you'll be automatically re-directed to the platform

DOL platform structure

The platform, which allows you to complete and submit the application, has one main page "Domanda di partecipazione" (Application) divided in 3 sections and the button "Prosegui per completare" ("Continue to complete").
The sections are:

• PROJECT – Choose your Project

• PERSONAL DATA AND DECLARATIONS – fill in with your data and provide the required declarations

• QUALIFICATIONS AND EXPERIENCES– fill in with your data and attach your CV

After the first access

Next to the three sections of the main form, colored icons will indicate the completion status:

Section 1 - PROJECT:
- X red: project not selected
- V green: project selected. Click to view details

Section 2 – DATA AND DECLARATIONS:
- X red: incomplete data and declarations
- V green: data and declaration submitted

Section 3 - QUALIFICATIONS AND EXPERIENCES:
- X red: incomplete data
- Δ orange: data not submitted or document not attached
- V green: qualifications and experiences submitted.

You can go back to the main page "Domanda di partecipazione" from every section and anytime by clicking on the button "Torna alla Domanda" ("Go back to the application").

How to choose the project

The "1-Progetto" section allows you to select the project that you want to join and the location where it will take place. Information on UniGe project and the codes related to the project and location are available at this link: https://unige.it/servizio- civile
Essential information to complete the application correctly:

•   **Codice Progetto (Project code)**: if you know it, enter the Project Code (e.g.: NAZNZ0000000000000NNAZ). The system will display the project corresponding to the code entered.

•   **Nome Progetto (Project name)**: in this field, you can enter the full name of the project or part of it. The system will display all projects whose name contains the text entered. (For example, if you enter the word "Crescere," the system will show all projects that include that word.).

•   **Codice ente (Organisation code)**: if you know it, enter the Organisation code (SU00425). The system will show all the projects submitted by that organisation.

•   **Nome ente (Organisation name)**: in this field, you can enter the name (or part of it) of the organisation submitting the project. The system will display all projects submitted by organisations whose name contains the text entered. (For example, if you enter the word "Protezione," the system will show all projects from organisations whose name contains that word).

Entering Data and Declarations (1)

If you accessed the system via SPID, some data will be displayed automatically. All these fields will have a grey background and cannot be modified.

Cittadinanza (Citizenship): If you logged in via SPID, this field will be empty and you will need to select your country of citizenship from the list provided. If you accessed the system using the credentials provided by the Dipartimento, you do not need to enter anything, as the field is automatically filled by the system and cannot be modified.

Residenza (Residence): The fields in this section are handled differently depending on whether you logged in via SPID or using the credentials provided by the Dipartimento.

```
If you logged in with credentials, the fields
will be displayed empty, and all information
must be entered.
```

It may happen that the DOL Platform cannot correctly display the Residence fields retrieved from SPID; in such cases, the system will show the fields as empty, and the information must be entered manually.

Entering Data and Declarations(2)

Recapito comunicazioni (Communication Address): the fields in this section are not mandatory. You only need to fill them in (indicating City, Province, Street, Postal Code, and House Number) if you want any communications to be sent to an address different from your residence. Important: even though these fields are not mandatory, the system does not accept partial completion of this section. (For example, if you enter the City, you must also fill in all the other fields.)

Progetto (Project): if you have already selected a project, the system will display the organization managing the project, the project name, and the location. These fields cannot be modified. By clicking the magnifying glass icon, a detailed view of the project will be displayed. If you have not yet selected a project, the fields will remain empty. This section also includes the field campo "Motivazione scelta del Servizio civile e/o del progetto" ("Reason for choosing Civil Service and/or the project"); this is a mandatory field, and you must provide the reason that led you to choose Civil Service or that specific project, selecting one of the options provided

Dichiarazione (**Declarations**): in this section, you are required to fill in all the fields. All declarations are made pursuant to Articles 46 and 47 of Presidential Decree no. 445 of 28 December 2000. The section consists of two parts: Requirements and Other Declarations. Requirements: in this part, you must declare your citizenship and confirm that you have not received any criminal convictions.

Qualifications and experiences

In this section, you can supplement your application by indicating any qualifications you hold and experiences you have gained.
You can choose to either fill in the fields in the form or attach your CV; it is also possible to choose both options.

For scoring purposes during the evaluation, please note that if neither option is selected, no points will be awarded for qualifications and experiences, except for any points related to the candidate's educational qualification, as indicated in the DOL section "Personal Data and Declarations."
For example:

Formazione (Education): in this section, you should indicate your current educational qualification at the time of submitting the application, as well as any enrollment in a secondary school or university degree program

Titolo di studio posseduto (Acquired educational qualification): you must indicate the highest qualification you hold at the time of submitting your application, selecting one of the options provided. For qualifications above middle school level, you must also complete the "Title/Field/Discipline" field

Esperienze (Experiences): in this section, you can fill in the various fields, taking care to include only experiences relevant to the evaluation. Be sure to always specify the type of experience, the organization or institution

Submitting the CV

The CV must be drafted as a self-certification and affidavit pursuant to Articles 46 and 47 of Presidential Decree no. 445 of 28th December 2000.

To prepare a CV in the form of a self-certification, it is sufficient to include the following statement at the beginning of the CV: `"I, the undersigned, aware that false statements are subject to the criminal penalties provided for under Article 76 of Presidential Decree 445/2000, declare that the information contained in the following curriculum vitae is true".`

Curriculum Vitae

Ai fini dell'assegnazione degli eventuali punteggi il cv deve essere redatto sotto forma di dichiarazione sostitutiva di certificazione e atto di notorietà ai sensi degli artt. 46, 47 del d.p.r. 28.12.2000, n. 445

Allegato

| Sfoglia... | Nessun file selezionato. | È possibile caricare un solo file in formato PDF, con dimensione massima di 5MB |

Allega

`The system allows you to attach your` **"Curriculum Vitae".** `You can upload only one PDF file, which must not be password-protected and must have a maximum size of 5MB. You need to select the file from your device by clicking the "Browse"` **button** and then attach it with the "Attach" button.

How to submit the application

If all sections display the green checkmark (V) icon, you can submit your application for the Universal Civil Service.

Carefully review all the information you have entered and ensure there are no errors. If you wish, you can still modify or add information by clicking on "Torna alla domanda" ("Back to Application").

To officially submit the application, you must, after completing the form on the DOL platform, click the "Submit Application" button. Only after this step does the DOL system generate a PDF document of the application and automatically send it to the Dipartimento.

Hai presentato la domanda

Codice Domanda: 7173

Data Presentazione: 10/02/2020 15:54:55

Per conoscere la data delle selezioni consulta il sito www.favo.it

Puoi scaricare la ricevuta della domanda premendo il seguente pulsante.

Stampa Domanda

Review and submission

The day after submitting your application, the Dipartimento's protocol system will send a confirmation receipt to the email address you provided. This receipt includes the protocol number, the date, and the time of your application submission. If you do not find this receipt in your Inbox, please check your Spam or Junk mail folder.

If you have not received the email containing the protocol number, please contact the following email address immediately: domandaonline@serviziocivile.it as your application may not have been received by the Dipartimento.

Info e contacts

Information is available in the FAQ del Dipartimento delle Politiche Giovanili .

Or on our website:
https://unige.it/servizio-civile