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## APPLICATION FORM

Please return this duly completed and signed document to the  
Koninklijk Instituut der Eliten van de Arbeid, Blijde Inkomstlaan 17-21, 1040 BRUSSELS  
**no later than april 15, 2019**

Surname \_\_\_\_\_  
as stated on your identity card

Given names \_\_\_\_\_  
as stated on your identity card

Street \_\_\_\_\_ N° \_\_\_\_\_ Box \_\_\_\_\_  
Residence

City \_\_\_\_\_ Postal code \_\_\_\_\_

Province \_\_\_\_\_

Tel N° \_\_\_\_\_ Mobile N° \_\_\_\_\_

E-mail \_\_\_\_\_ @ \_\_\_\_\_

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

If you are not a citizen of one of the Member States of the European Union, since when have been a resident of one of the Member States of the European Union? \_\_\_\_\_

- Are you already a Cadet or Laureate for work ?  **Gold - Expert in the profession**  
 **Silver - Professional in the profession**  
 **Bronze - Future of the profession**  
 **Cadet of work**  
 **No**

Year of appointment \_\_\_\_\_

Name of the sector \_\_\_\_\_





.....  
Summary of your professional career: *(max 10 lines)*

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Have you interrupted performance of your job, position or profession longer than 3 months?  **Yes**  **No**

Reason for the interruption

Dates of the interruption

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

List your professional titles (diploma, certificate). *(You might be asked for copies)*

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How many years' experience in the sector ? \_\_\_\_\_

For which label do you wish to submit your candidacy?

- Future of the profession** *(min. 3 years' relevant experience)*
- Specialist in the profession** *(min. 8 years' relevant experience)*
- Expert in the profession** *(min. 12 years' relevant experience)*

DIAMOND  
CAREER



Questions to be completed by candidate

**IMPORTANT**

The answers to the following questions are an important element for the evaluation of your candidacy.

**Employees:** Annex 1 of the application form as an additional element of your candidacy is to be completed by your employer or third parties (colleague, prior employer, union representative, immediate superior, etc.)

**Independent entrepreneur:** Annex 1 may be completed by one or more associates (client, director, professional organization).

**Complete questions 1 and 2 for all labels**

1. Describe your current job/position in your company/organization (*for employees*)  
Describe your job in the context of your company (*for independent entrepreneurs*)

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2. What motivated you to submit your candidacy? (*more than one answer allowed*)

I was encouraged by: my employer – my union representatives – my professional organization – my family – other (*specify*): \_\_\_\_\_

I would like to have the quality of my work recognized officially

I believe this can help me forward my career

Other: \_\_\_\_\_

Answer questions 3 through 8 for the **bronze distinction – Future of the profession label**

Answer questions 9 through 15 for the **silver distinction – Specialist in the profession label**

Answer questions 16 through 21 for the **golden distinction – Expert in the profession label**



*Future of the profession*

3. List the skills you believe are important for the execution of your job or position.

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4. Have you ever suggested improvements to your company? Give an example and action taken in response.

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5. Give an example of a service you have provided to your colleagues or clients.

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*Questions 6 - 8 to be answered only by independent entrepreneurs and executives.*

6. How do you stay up to date on developments concerning social legislation?

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7. How do you stay up to date concerning new management techniques?

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8. Are you aware of/do you practice corporate social responsibility? If yes, give an example.

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***Specialist in the profession***

9. What progress have you made in recent years concerning your position or profession?

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10. To what do you devote attention regarding health and safety?

Observance of hygiene and safety regulations.

The ergonomics of the work station and/or machine.

To your own safety and that of third parties.

Other: \_\_\_\_\_

Give an example: \_\_\_\_\_

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11. Have you taken initiatives to supplement your training or expand your knowledge and skills of your position?

No       Yes. Describe

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12. Each company/Each sector has its own culture and shared values. Indicate the values that are important in your company/sector and the values that are important to your position.

<b>Values</b>	<b>Important in my company/sector</b>	<b>Important for my position</b>
• Capability	<input type="checkbox"/>	<input type="checkbox"/>
• Efficiency	<input type="checkbox"/>	<input type="checkbox"/>
• Engagement	<input type="checkbox"/>	<input type="checkbox"/>
• Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>
• Collegiality	<input type="checkbox"/>	<input type="checkbox"/>
• Flexibility	<input type="checkbox"/>	<input type="checkbox"/>
• Reliability	<input type="checkbox"/>	<input type="checkbox"/>
• Precision	<input type="checkbox"/>	<input type="checkbox"/>
• Open-minded	<input type="checkbox"/>	<input type="checkbox"/>
• Respect	<input type="checkbox"/>	<input type="checkbox"/>
• Responsibility	<input type="checkbox"/>	<input type="checkbox"/>
• Safety	<input type="checkbox"/>	<input type="checkbox"/>
• High-quality service	<input type="checkbox"/>	<input type="checkbox"/>
• Transparency to outside world	<input type="checkbox"/>	<input type="checkbox"/>
• Professional confidentiality	<input type="checkbox"/>	<input type="checkbox"/>
• Ethics	<input type="checkbox"/>	<input type="checkbox"/>
• Other : _____	<input type="checkbox"/>	<input type="checkbox"/>

**Questions 13 - 15 should only be answered by independent entrepreneurs and executives**

13. Give an example that demonstrates you implement a (pro)active personnel policy

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14. Give an example that demonstrates you exhibit an extensive knowledge of management.

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15. Do you serve the interests of your profession in the context of an activity of a social nature or in the framework of a sectoral or professional organization?

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***Expert in the profession***

16. Are you socially active in an organization, in associations or as a volunteer?

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17. Have you had the opportunity to transfer your professional knowledge and skills? If yes, how?

- Training of interns.
- Training new staff or colleagues.
- Intervention as a trainer.
- Speaker at conferences.
- Advisor.
- Editing or cooperation with the editing of magazines, articles, books.
- Explanations to consumers.
- Other: \_\_\_\_\_

Give an example: \_\_\_\_\_

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***Questions 18 -21 should only be answered by independent entrepreneurs and executives***

18. Give an example that demonstrates you implement a (pro)active personnel policy.

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19. Give an example of good management

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20. Are you aware of corporate social responsibility and how do you specifically address it in your company?

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21. Give an example that demonstrates you contributed to the good reputation of the diamond sector.

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## 1. 1. GENERAL PROVISIONS

The titles of Laureate of Work – Labels: Future of the profession, Specialist in the profession and Expert in the profession officially recognise the merits of professionals in the diamond industry irrespective of their level or function, who meet the criteria listed below and whose application was assessed favourably.

During registration, for evaluation the candidate must choose from:  
STATUS : GROUPS

Manufacturers	Labourers
Diamond traders	Technical staff
Diamond brokers	Administrative staff
Service providers (boiling, logistics,...)	Management
Other entrepreneurs	Other
Employees	

In consultation with the sector, an Organising Committee is periodically established, composed of representatives of the representative workers' organizations, employers' organizations and diamond organizations. This Committee assures the overall organization of the selection activities. The services of the Royal Institute for the Elites of Work support the organization. The way the selection procedure for the Diamond sector is organised is different from the previous procedures. It reflects objectives that should increase the flexibility of the procedure and should highlight the professional qualities of the candidates through the addition of a label to the title of Laureate for Work, which is stated on the certificate. The distinction of this reward currently remains identical.

The organization of the selection procedure takes place in accordance with Law on the Protection of Privacy.

## 2. AWARD CRITERIA

2.1. The title of Laureate for Work – BRONZE distinction – Label Future of the profession may be granted to any person who has relevant professional experience of at least 3 years in the “Diamond” sector, and whose candidacy attests that it meets the following criteria:

### For all categories :

- 2.1.1. Demonstrates sound professional knowledge
- 2.1.2. Performs high-quality work
- 2.1.3. Exhibits professional ethics
- 2.1.4. Has the ability to adapt
- 2.1.5. Can deliver customer-oriented service

### For self-employed entrepreneurs and executives

- 2.1.6. Has sufficient understanding concerning personnel policy and knowledge of social legislation
- 2.1.7. Demonstrates sound knowledge of management
- 2.1.8. Demonstrates corporate social responsibility

Candidates belonging to the above-mentioned occupational categories do not necessarily have to meet all the criteria listed; the assessment takes into account the profession, their duties and the status of the candidate.

2.2. The title of Laureate for Work – SILVER distinction – Label Specialist in the profession may be awarded to any person who has relevant professional experience of at least eight years in the “Diamond” sector and whose candidacy attests that it meets the established criteria for obtaining the bronze distinction and the following specific criteria:

### For all categories:

- 2.2.1. Demonstrates extensive professional knowledge
- 2.2.2. Can demonstrate a positive evolution in their career or within their position
- 2.2.3. Pays attention to safety
- 2.2.4. Participates in training regarding professional skills and knowledge
- 2.2.5. Promotes the values of the company/sector
- 2.2.6. Contributes to the development of the company

### For self-employed entrepreneurs and executives

- 2.2.7. Application of various aspects of an active personnel policy and has sound knowledge of social legislation
- 2.2.8. Demonstrates extensive knowledge of management: marketing, research and development and managing the company
- 2.2.9. Integrates the values of the sector into the job

Candidates belonging to the above-mentioned occupational categories do not necessarily have to meet all the criteria listed; the assessment takes into account the profession, their duties and the status of the candidate.

2.3. The title of Laureate for Work – GOLD distinction – Label Expert in the profession may be granted to any person who has relevant professional experience of at least 12 years in the “Diamond” sector, and whose Candidacy attests that it meets the established criteria for obtaining the bronze distinction and the silver distinction and meets the following specific criteria:

### For all categories:

- 2.3.1. Demonstrates a high level of professional competence
- 2.3.2. Transfers knowledge and skills
- 2.3.3. Has a social engagement within the company, the profession, the diamond sector or outside the professional context
- 2.3.4. Demonstrates high-quality service

### For self-employed entrepreneurs and executives:

- 2.3.5. Implements the various aspect of a good personnel policy and has a sound knowledge of social legislation
- 2.3.6. Management proficiency: marketing, research and development and managing the company
- 2.3.7. Integration of corporate social responsibility into the company
- 2.3.8. Contributes to the reputation of the diamond sector

Candidates belonging to the above-mentioned occupational categories do not necessarily have to meet all the criteria listed; the assessment takes into account the profession, their duties and the status of the candidate.



### 3. CONDITIONS FOR ENTRY.

The candidate must satisfy the following requirements:

3.1. He or she must be a national of one of the Member States of the European Union and:

- work in Belgium; or
- work abroad for an employer whose registered office or place of business is in Belgium; or
- be domiciled in Belgium.

Or he or she must be a national of another country and, depending on the chosen label:

- have been domiciled in Belgium for at least 3, 8 or 12 years; or
- have been domiciled in one of the Member States of the European Union for at least 3, 8 or 12 years and work in Belgium; or
- have been domiciled in one of the Member States of the European Union for at least 3, 8 or 12 years and work for an employer whose registered office or place of business is in Belgium

3.2. The candidate may be a Cadet or Laureate for Work in a different sector, but is obliged to mention this on the application form. The candidate may not achieve the same distinction twice.

3.3. On the closing date of the registration, the candidate must have 3, 8 or 12 years' relevant professional experience in the in accordance with the requested label.

3.4. On the closing date of the registration, the candidate must still carry out the actual work, duties or profession in the sector. Exception: This condition does not apply to candidates who are already Cadet or Laureate for Work.

### 4. STIPULATIONS.

4.1. The candidacy is personal.

4.2. Applications must be submitted using an official entry form. Registration forms can be obtained either directly from the offices of the Royal Institute of the Elites of Work or through the relevant representative employers' and workers' organizations.

4.3. Candidates are requested to send their official registration form, duly completed and signed, to the Royal Institute of the Elites of Work, Blijde Inkomstlaan 17-21, 1040 Brussels, no later than 04/15/2019.

4.4. Registration is free of charge, as is the delivery of the certificate that is sent to the relevant local authority and presented to the Laureates through the latter.

4.5. The selected candidates shall be asked to submit an original extract from the strafregister model 1 (formerly getuigschrift van goed zedelijk gedrag, certificate of good conduct) (no more than 6 months old at the time of the request) plus a copy of their identity card front and back) or, should the candidate be in possession of an electronic ID card, a copy of the document showing his address. This can be obtained free of charge from most municipalities for the purpose of a obtaining distinction. The extract will only be made available to the Commissioner General of the Government or his deputy. The members of the Organising Committee and the Selection Committee do not have access to this extract at any time.

### 5. SELECTION PROCEDURE

5.1. The selection procedure's aim is to assess whether candidates meet the defined requirements and criteria stated in paragraph 2 and 3 of these regulations.

5.2. The selection takes place under the supervision of the Organising Committee, which may decide to appoint Selection Committees. Just like the Organising Committee, the Selection Committee is composed of representatives of the representative workers' and employers' organizations. The recommendations made by the Selection Committees must be ratified by the Organising Committee.

5.3. The selection is made on the basis of the evidence in the dossier (answers to the questions and required attachments), based on an interview held by the members of the Selection Committee if it will be making the decision. The Selection Committee may also request additional information in writing from the candidate and/the signatories of the certificates attached to the dossier.

5.4. Candidates will be excluded if they do not provide the required official documents and information either at the time of registration or during the evaluation procedure or if they do not respond to the invitation for an interview with the Selection Committee.

5.5. If, after a detailed examination of the dossier, the Selection Committee finds that the conditions and criteria for the requested label have not been fulfilled, the Selection Committee, if this is approved by the Organising Committee, may recommend the awarding of a different label, provided the application meets the required conditions and criteria and the candidate consents in the manner and within the time frame to be communicated to him.

5.6. The recommendation of the Selection Committee shall be communicated to the candidate during the procedure. The candidate may request information about the decision in writing or contest the Organising Committee's decision within 15 calendar days of the official notification. This request or dispute will be submitted to the Organising Committee, which will submit a recommendation to the Commissioner General of the Government or his deputy, who will make the final decision.

5.7. Awarding the title of Laureate for Work is not automatic in any way.

5.8. Following the signing of the Royal Decision regarding the awarding of the title of Laureate for Work, the nominated candidates shall be notified in writing by the Royal Institute of the Elites of Work.

### 6. GENERAL PROVISIONS

6.1. By registering:

- The candidates shall indemnify the Royal Institute of the Elites of Work and any persons who cooperate with this organization of any liability, and specifically of the kind that may arise from the application of sections 1382, 1383 and 1384 of the Civil Code, during the course of the selection activities and the use of any materials that may be put at the disposal of the candidates;
- The candidates subject themselves to the provisions of these regulations and the decisions of the Organising Committee and the Commissioner General of the Government. Nor can they give rise to any compensation with regard to the candidates.

6.2. Any declarations that are intentionally false shall lead to the annulment of the application.

6.3. The candidate dossiers and their attachments shall not be returned to the candidates.

### 7. FINAL PROVISIONS

7.1. The selected candidates shall be nominated for the title of Laureate for Work with a bronze distinction – Label Future of the profession; a silver distinction – Label Specialist in the profession and a gold distinction – Label Expert in the profession

7.2. To cover the costs involved in the physical presentation of the distinction, a financial contribution shall be sought from the employers, the Laureates themselves or another body, depending on the case in question.

7.3. The Royal Decision granting the title of Laureate for Work is published in the Belgian official journal.



- 7.4. The members of the Organising Committee and the Selection Committees, as well as any person who sits in as an observer or substitute shall – under no circumstances – disclose any information concerning the candidate dossiers and the results of the selection proceedings to third parties. They are also prohibited from disclosing their own assessments or that of other members of the Committee with regard to the professional value of the candidates to third parties.
- 7.5. Any collected personal data is protected within the meaning of European Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (entered into force on 25 May 2018) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR).  
The data is collected to process the application, to submit information about the activities of the Royal Institute of the Elites of Work and/or the Royal College of Honorary Deans for Work (Koninklijk College der Eredekens van de Arbeid) and to answer any questions. By signing the regulations, the candidate also expressly gives consent for the processing of any sensitive data obtained as part of his candidacy. This data will be destroyed after the organization of the second, follow-up selection procedure.  
Under no circumstances shall it be handed over to third parties. The surname and given name/names of the selected candidates and the municipality in which they are domiciled and the relevant business sector shall be mentioned in the Royal Decision. The names of the selected candidates shall be listed publicly and on the occasion of the official presentation of the distinctions and the certificate.  
Anyone participating in the presentation ceremony for the distinctions and the certificates give the organisers permission to publish and reproduce any photographs taken during this occasion. Furthermore, data is collected and processed anonymously for statistical and qualitative purposes to improve the services of the Royal Institute of the Elites of Work. The personal data (except the data required for the Royal Decision, which has already been published in the Royal Decision) can be viewed, modified or removed on request by sending an e-mail to: [info@iret-kiea.be](mailto:info@iret-kiea.be).
- 7.6. In exceptional cases, the Organising Committee may, subject to the support and tacit agreement of the Commissioner General of the Government or his deputy, deviate from the provisions of these regulations

**I hereby declare to have read the regulations and accept them in their entirety.**

At \_\_\_\_\_

on \_\_\_\_\_

CANDIDATE SIGNATURE:

DIAMOND



**WHY COMPLETE THIS ATTESTATION ?**

The titles of Laureate for Work – Label: Future of the profession, Specialist in the profession, Expert in the profession – officially recognize the achievements of all professionals from the "DIAMOND" sector (Consult the full regulations at [www.iret-kiea.be](http://www.iret-kiea.be)).

This attestation supplements the file submitted by the candidate.

**WHO COMPLETES THIS ATTESTATION?**

**For an employee**, this attestation should be completed by the employer or third parties (colleague, prior employer, union representative, immediate superior, etc.).

**For an independent entrepreneur**, this attestation should be completed by one or more witnesses (client, director, professional organization).

Undersigned, surname \_\_\_\_\_ first name \_\_\_\_\_

acted as: (cross out unnecessary titles) **employer – superior – client – director – representative of a professional organization – representative of a labour organization**

**other (specify)** \_\_\_\_\_ supports the candidacy

of Ms/Mr (name and first name) \_\_\_\_\_

for the title of Laureate for Work.

Mark the criteria you believe apply to the candidate

**Future of the profession label (criteria 1 - 8)**

**For all categories**

- 1 Demonstrates sound professional knowledge
- 2 Performs high-quality work
- 3 Exhibits professional ethics
- 4 Has the ability to adapt
- 5 Can deliver customer-oriented service

**For independent entrepreneurs and executives**

- 6 Has sufficient understanding concerning personnel policy and knowledge of social legislation
- 7 Demonstrates a sound knowledge of management
- 8 Demonstrates corporate social responsibility

**Specialist in the profession label (criteria 9 - 17)**

**For all categories**

- 9 Demonstrates extensive professional knowledge
- 10 Can demonstrate a positive evolution in the career or for the position
- 11 Pays attention to safety
- 12 Participates in training for professional knowledge and skills
- 13 Promotes the values of the company/the sector
- 14 Contributes to the development of the company

**For independent entrepreneurs and executives**

- 15 Application of various aspects of an active personnel policy and has sound knowledge of social legislation
- 16 Demonstrates extensive knowledge of management: marketing, research and development and managing the company
- 17 Integrates the values of the sector into the job

DIAMOND ATTESTATION



**Expert in the profession label (criteria 18 - 25)**

**For all categories**

- 18 Demonstrates high level of professional competence
- 19 Transfers knowledge and skills
- 20 Has a social engagement within the company, the profession, the diamond sector or outside the professional context
- 21 Demonstrates high-quality service

**For independent entrepreneurs and executives**

- 22 Application of various aspects of a good personnel policy and has sound knowledge of social legislation
- 23 Management proficiency: marketing, research and development and managing the company
- 24 Integration of corporate social responsibility into the company
- 25 Contributes to the good reputation of the diamond sector

In your opinion, why does the candidate deserve the label requested?

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DIAMOND  
ATTESTATION

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Company | Institution | Organization : \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_@\_\_\_\_\_

Signature: \_\_\_\_\_