SELECTION OF TEMPORARY STAFF

APPLICATION FORM

Selection reference:	INTPA/COM/2026/2360

THE APPLICATION FORM MUST BE FULLY COMPLETED; OTHERWISE, YOUR APPLICATON MAY BE REJECTED. PLEASE USE ENGLISH WHEN FILLING IN THE FORM.

Surname

First name

Place of birth

Date of birth

Current nationality(ies)[1]

Email

Mobile-Phone No. with country code[2]

Address[3]

Other means of contact (if any)[4]

Curriculum Vitae

☐ I confirm that I have annexed my CV to my application.

1 Please use the international code for your nationality (e.g. AT= Austria). See *Interinstitutional style guide.*

2 If you do not have a mobile number, please provide the fix and mention it.

3 Please provide the address where you currently live, i.e. where the Commission can contact you by post.

4 You can signal here all the other e-mails, phone numbers or addresses that you consider can be helpful to reach you.

Eligibility / Selection Criteria

What is your **highest** level of education?[5]		
Type of degree	**Year** degree obtained	**Degree awarded** (e.g., Bachelor of Science in Computer Engineering) **and name of the academic institution**
☐ Degree of university studies of at least 4 years		
☐ Degree of university studies of at least 3 years		
☐ Non-university post-secondary education degree		
☐ Secondary education degree giving access to higher education		
☐ Compulsory education		

I am a national of a Member State of the EU	Please select
I have fulfilled the military service obligations[6] imposed on me	Please select
I speak one EU official language[7] at least at level C1 of the Common European Framework of Reference (CEFR)[8]	Please select
I speak another EU official language at least at level B2 of the CEFR	Please select

Professional experience	**Years**	**Months**
How many years of professional experience do you have?		
How many of these years are in the field of: secretary for managers?		
And how many in the field of: administrative support ?		

[5] At the recruitment stage your diploma must be recognised by an EU educational institute or delivered by a non-EU educational institute but recognized by at least one Member State (see ENIC-NARIC – Gateway to recognition of qualifications).

[6] N/A if you are not subject to a compulsory military service in your Member State.

[7] The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

[8] For example: Danish native speaker, English C.1, Spanish A.2

Professional experience at the European Commission			
Are you or have you already been employed by the Commission as …? If yes, please indicate the duration	Yes / No	Years	Months
Contract Agent	Please select		
Temporary Agent	Please select		

Additional information	
Have you been successful in any European Union competition?	
If yes, state which:	

Suitability for the post and motivation
What languages do you speak? Please list them in the order of your fluency (ability to listen, read, speak and write) and mention your level according to the Common European Framework of Reference (CEFR).
Please describe to what extent your education is relevant for the position. *(maximum 1000 characters including spaces)*

Please describe to what extent your professional experience is relevant for the position. Please highlight only the most relevant elements. *(maximum 1500 characters including spaces).*
Please explain your motivation for this job or any other element that you wish to signal in support of your application. *(maximum 1000 characters including spaces)*

DECLARATION

I, THE UNDERSIGNED:

A. I CONFIRM THAT THE INFORMATION PROVIDED ABOVE AND IN THE ANNEXED CURRICULUM VITAE IS TRUE AND COMPLETE.

B. I AM AWARE THAT I AM EXPECTED TO PRODUCE SUPPORTING DOCUMENTS CONFIRMING THE INFORMATION GIVEN IN MY APPLICATION FILE.

C. I AM AWARE THAT ANY FALSE STATEMENT MAY INVALIDATE MY APPLICATION FILE AND/OR, WHERE APPROPRIATE, RESULT IN THE CANCELLATION OF THE CONTRACT, PURSUANT TO THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS OF THE EUROPEAN UNION[9].

DATE

SIGNATURE

For information related to Data Protection, please see the Specific Privacy Statement under "7. Information to data subjects on their rights", to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.

[9] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501