SELECTION OF TEMPORARY STAFF  
APPLICATION FORM

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| --- |
| **COM/2025/Secretary-Administrative-Agent** |

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| |  | | --- | | **You must fill in the application form completely. Failure to do this may result in your application being rejected. Please use English to fill in the form.** | |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Click to enter Surname | | |  | Click to enter First Name | | |
| Surname | | |  | First name | | |
| Click to enter Place of birth |  | Click to choose a date | | |  | Click to enter nationality | |
| Place of birth |  | Date of birth | | |  | Current nationalities[[1]](#endnote-2) | |
| Click to enter your mail | | | | |  | Click to enter your phone | |
| Email | | | | |  | Mobile-Phone No.[[2]](#endnote-3) | |
| Click to enter your address | | | | | | | |
| Address [[3]](#endnote-4) | | | | | | | |
| Other means of contact (if any)[[4]](#endnote-5) | | | | | | | |

**Curriculum Vitae**

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

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| **Eligibility / Selection Criteria** | |
| |  |  |  | | --- | --- | --- | | What is your **highest** recognised[[5]](#endnote-6) level of education? | | | | 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 have fulfilled the military service obligations[[6]](#endnote-7) imposed on me | Yes  No  N/A |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I speak one EU official language[[7]](#endnote-8) at least at level C1  I speak another EU official language at least at level B2 | Yes  No  Yes  No | | | | | |
|  |  |  | |  | |  |
| How many years of professional experience do you have?  How many of these years are in the field of administrative and/or secretarial support? | | | Years  Click here  Click here | | Months  Click here  Click here | |
| Are/have you already been employed by the Commission as …? (if yes, how long for)  Contract Agent  Temporary Agent 2a, 2b/2d | Yes | No | | Years  Click here  Click here | | Months  Click here.  Click here |

**Suitability for the post and motivation**

|  |
| --- |
| What languages do you know? 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](https://europa.eu/europass/en/common-european-framework-reference-language-skills)). |
| 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 and (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, declare that:

A) 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[[8]](#endnote-9).

|  |  |  |
| --- | --- | --- |
| Click to enter a date. |  |  |
| Date |  | name and Signature |

For information related to Data Protection, please see the Specific [Privacy Statement](https://ec.europa.eu/dpo-register/detail/DPR-EC-16768.1) 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.

1. Please use the international code for your nationality (e.g. AT= Austria). [↑](#endnote-ref-2)
2. If you do not have a mobile number, please provide the fix and mention it. [↑](#endnote-ref-3)
3. Please provide the address where you actually live, i.e. where the Commission can contact you by mail. [↑](#endnote-ref-4)
4. You can signal here all the other e-mails, phone numbers or addresses that you consider can be helpful to reach you. [↑](#endnote-ref-5)
5. 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](https://www.enic-naric.net/) – Gateway to recognition of qualifications). [↑](#endnote-ref-6)
6. N/A if you are not subject to a compulsory military service in your Member State. [↑](#endnote-ref-7)
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). [↑](#endnote-ref-8)
8. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501> [↑](#endnote-ref-9)