



SELECTION OF CONTRACT STAFF

APPLICATION FORM

Call for interest reference: 469617

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.

Click to enter Surname

Surname

Click to enter First Name

First name

Click to enter Place of birth

Place of birth

Click to choose a date

Date of birth

Click to enter nationality

Current nationalitiesⁱ

Click to enter your mail

Email

Click to enter your phone

Mobile-Phone No.ⁱⁱ

Click to enter your address

Addressⁱⁱⁱ

Other means of contact (if any)^{iv}

Curriculum Vitae

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

Eligibility / Selection Criteria

What is your **highest** recognised^v level of education?

Type of degree	Year of degree	Degree awarded (e.g., Bachelor of Science in Computer Engineering) and Name the academic institution
☐ Degree of university studies of at least 3 years and/or above ☐ Non-university post-secondary education degree ☐ Secondary education degree giving access to higher education ☐ Compulsory education		

I have fulfilled the military service obligations^{vi} imposed on me Yes ☐ No ☐ N/A ☐

I speak one EU official language^{vii} at least at level C1 Yes ☐ No ☐

I speak another EU official language at least at level B2 Yes ☐ No ☐

	Years	Months
How many years of professional experience do you have?	Click here	Click here
How many of these years are in the field of Secretarial Support / Administrative Assistance?	Click here	Click here

Are/have you already been employed by the Commission as... (if yes, for how long)	Yes	No	Years	Months
Contract agent	☐	☐	Click here	Click here.
Temporary agent	☐	☐	Click here	Click here

Additional information

Are you a successful candidate of an EPSO CAST ?		YES	NO
FG I		☐	☐
FG II		☐	☐
FG III		☐	☐
FG IV		☐	☐

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](#))^{viii}.

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 and 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^{ix}.

Click to enter a date.

DATE

NAME AND 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.

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- ⁱ Please use the international code for your nationality (e.g. AT= Austria).
 - ⁱⁱ If you do not have a mobile number, please provide the fix and mention it.
 - ⁱⁱⁱ Please provide the address where you actually live, i.e. where the Commission can contact you by mail.
 - ^{iv} You can signal here all the other e-mails, phone numbers or addresses that you consider can be helpful to reach you.
 - ^v 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).
 - ^{vi} N/A if you are not subject to a compulsory military service in your Member State.
 - ^{vii} 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).
 - ^{viii} For example: Danish mother tongue, English C.1, Spanish A.2
 - ^{ix} <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>