

Specific Questions and Answers related to the selection procedure EUIPO/CAST/1/16

Where can I apply?

Apply online at the [EPSO website](#). You will need an EPSO account to be able to apply. Instructions about how to create your EPSO Account are in the [online application manual](#).

What is an EPSO Account?

An EPSO Account is the electronic record of your personal details and applications for EPSO selection procedures. There is a direct link to create or log in to your EPSO Account on all the [EPSO website](#) pages.

EPSO also uses this account to send messages to candidates, so you should consult your EPSO Account at least twice a week.

Remember, if you do not already have an EPSO Account, you will be asked to register and create an EPSO Account before you can apply.

You can only have **one** EPSO Account, which you should use for all EPSO selection procedures.

To create your EPSO Account, simply click on the button 'Create your EPSO Account' and enter all the information required. You can find comprehensive help about how to create your EPSO Account and how to complete the online application form in the [Online application manual](#).

If EPSO finds that you have created more than one EPSO Account at any stage in the procedure, you may be excluded (see section 2.1.2 of the [General rules governing Open Competitions](#)).

I can't 'log in' or consult my EPSO Account, what should I do?

If you have bookmarked the link, check that you are using the correct link to log in to your account by clicking on 'log in/create account' on the [website](#).

Check that you are using the right login and password (see '[I have forgotten my login name/password](#)').

If you still cannot log in, please [contact EPSO](#) as soon as possible.

If you cannot remember or no longer have access to the email address you used for your EPSO Account please send us a copy of your ID or passport and give us your new email address, so that we can change the email address details in your EPSO Account.

Where can I find the application form?

Any new application must be launched via the [EU careers website](#). Please log out of your EPSO Account before you click on the 'Apply' button. You will be asked to log in again on the next page.

Can I use my application from the EU CV online database or my previous EPSO applications?

No. You have to create and submit a new application using your EPSO Account for each profile and/or function group you want to apply for.

Can I apply for different profiles in both function groups?

No, you can only apply for one profile and function group in the call EUIPO/CAST/1/16.

If I am already registered in the database for OHIM/CAST/14/2014 and/or OHIM/CAST/15/2015, should I submit an application for the EUIPO/CAST/1/16?

Yes. The EUIPO decided to launch a Call for Interest to allow new candidates to express their interest in working at the Office, and for candidates already registered in the EUIPO databases, the possibility of renewing their interest and updating their profiles. This will ensure the Office has an up-to-date candidate database that meets the EUIPO's recruitment requirements.

If I am a successful candidate of an existing CAST, should I apply to the EUIPO/CAST/1/16?

This Call for interest is to set up a database of candidates from which to recruit contract agents to cover the needs of the EUIPO over the period 2017-2019. Successful candidates of existing CAST lists are also encouraged to express their interest in this call as the database resulting from this procedure will be used by the EUIPO.

In which language should I submit the application form?

You should use English, French, German, Italian or Spanish.

When is the deadline for registration?

You must validate your application by 21/12/2016, 12.00 (midday — Brussels time).

FURTHER QUESTIONS?

If you need any advice about the content of the Call for expression of interest, please contact the EUIPO at contractagentselection@euipo.europa.eu

For information about access to your EPSO Account, please [contact](#) EPSO well in advance, as their standard delay for replying is currently **up to 5 working days**.