



E.C.S.T.P

EUROPEAN COMMISSION

Structural Traineeships Programme

Application form

1. Applicant's personal data

Surname: _____ Forenames: _____

Maiden name: _____ Present nationality: _____

Gender: Male Female

Date of birth: _____

Place of birth: _____ Country of birth: _____

Security clearance: Yes No

Administration of Origin: _____

Member State: _____

Third Country: _____

International Organisation: _____

Name of your Administration: _____ (i.e. Ministry, Agency, etc...)

Address, phone and fax number of your employer:

2. Educational background

From: _____ To: _____

Date of qualification: _____ Level of degree: _____

University name: _____ University location: _____

Field of study: _____ Specialisation: _____

(Please see ANNEXE 1, for a list of Academic qualifications)

From: _____ To: _____

Date of qualification: _____ Level of degree: _____

University name: _____ University location: _____

Field of study: _____ Specialisation: _____

(Please see ANNEXE 1, for a list of Academic qualifications)

From: _____ To: _____

Date of qualification: _____ Level of degree: _____

University name: _____ University location: _____

Field of study: _____ Specialisation: _____

(Please see ANNEXE 1, for a list of fields Academic qualifications)

3. Training

From: _____ To: _____

Name of training organisation: _____

Subject: _____

Description (*Max 250 characters*):

From: _____ To: _____

Name of training organisation: _____

Subject: _____

Description (*Max 250 characters*):

From: _____ To: _____

Name of training organisation: _____

Subject: _____

Description (*Max 250 characters*):

3. Training (*continued*)

From: _____ To: _____
Name of training organisation: _____
Subject: _____
Description (<i>Max 250 characters</i>):

4. Professional experience

Please indicate any relevant working experience.
Specify up to **three** employments, placements or internships.
For ongoing employment, leave end date blank.

From: _____ To: _____
Name of employer: _____
Type of employment:
<input type="checkbox"/> Paid trainee <input type="checkbox"/> Unpaid trainee <input type="checkbox"/> Voluntary work
<input type="checkbox"/> Permanent employee <input type="checkbox"/> Temporary employee <input type="checkbox"/> Self employed
<input type="checkbox"/> Other
Description (<i>Max 250 characters</i>):

4. Professional experience (continued)

From: _____ To: _____

Name of employer: _____

Type of employment:

Paid trainee Unpaid trainee Voluntary work

Permanent employee Temporary employee Self employed

Other

Description (*Max 250 characters*):

From: _____ To: _____

Name of employer: _____

Type of employment:

Paid trainee Unpaid trainee Voluntary work

Permanent employee Temporary employee Self employed

Other

Description (*Max 250 characters*):

5. Have you already worked for a European Institution or Body? Yes No

All of the following are European Institutions or Bodies:

- Committee of the Regions
- Council of the European Union
- Court of Auditors
- Court of Justice
- Economic and Social Committee
- European Central Bank
- European Commission
- European Investment Bank
- European Ombudsman
- European Parliament
- The Agencies of the European Union (if relevant, please specify which of the Agencies you have worked for)

From: _____ To: _____

Name of European Institution or Body: _____

Type of employment:

Paid trainee Unpaid trainee Voluntary work

Permanent employee Temporary employee Self employed

Other

Description (*Max 250 characters*):

From: _____ To: _____

Name of European Institution or Body: _____

Type of employment:

Paid trainee Unpaid trainee Voluntary work

Permanent employee Temporary employee Self employed

Other

Description (*Max 250 characters*):

From: _____ To: _____

Name of European Institution or Body: _____

Type of employment:

Paid trainee Unpaid trainee Voluntary work

Permanent employee Temporary employee Self employed

Other

Description (*Max 250 characters*):

6. Knowledge of languages

In order for the trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately, all candidates from Member States must have a very good knowledge of at least two Community languages, of which one should be one of the working languages of the Commission (English, French or German).

Candidates from Third countries and from International Organisations need to have very good knowledge of at least one working language of the European Commission (English, French or German).

Please use the following scale to indicate level of knowledge:

Excellent (native speaker) – Fluent – Good – Basic/weak.

	Language (please specify)	Comprehension level	Spoken level	Written level	Read level
Mother tongue:		Excellent	Excellent	Excellent	Excellent
Other languages:					

7. Studies or publications on European topics

Have you studied or published works on European topics, or are you preparing any such studies? No

If so, please specify up to **three** and give details (maximum 150 characters per entry).

1. _____

2. _____

3. _____

8. Preferences of DG

Please indicate, **in order of preference**, the **three** Directorates-General or services that interest you most, and explain why.

(Please see ANNEXE 2, for a list of fields of Directorates-General and Services)

IMPORTANT:

- Please note that candidates from non-EU countries should **not** apply for the Enlargement DG or the Justice and Home Affairs DG.
- Applicants interested in working in DG RELEX are requested to send an attestation of their security clearance to their Permanent Representation.

Directorate-General/Service: _____
Why: _____

Directorate-General/Service: _____
Why: _____

Directorate-General/Service: _____
Why: _____

9. Permanent address and contact details

Street/N°: _____	

Postcode/Zip: _____	
Town/Province: _____	Country: _____
Telephone: _____	Mobile phone: _____
Fax: _____	
Email address: _____	

10. Emergency contact address

You must have an emergency contact address (which can be the same as your permanent address). Please indicate a person to contact in case of emergency or if you are not available.

Surname: _____	Forename: _____
Street/N°: _____	

Postcode/Zip: _____	
Town/Province: _____	Country: _____
Telephone: _____	Mobile phone: _____
Fax: _____	
Email address: _____	

11. Additional personal information

Do you have a physical disability that may require special arrangements to be made if you are chosen?

Yes No

If **YES**, please give details and indicate the nature of the special arrangements you believe would be necessary (150 characters maximum):

Date: _____ **Signature:** _____

Annexe 1: List of Academic qualifications

1. Agriculture / Fishery

- 1.1 Agricultural technology
- 1.2 Agronomy
- 1.3 Aquatic sciences
- 1.4 Animal nutrition / physiology
- 1.5 Conservation
- 1.6 Environmental land management
- 1.7 Crop science/ Soil science
- 1.8 Fishery
- 1.9 Forest Sciences
- 1.10 Horticulture
- 1.11 Natural resources
- 1.12 Zootechnics
- 1.13 Aquaculture
- 1.14 Other
- 1.15 No further specialisation

2. Art & design

- 2.1 Art science
- 2.2 Architecture
- 2.3 Urban design and development
- 2.4 History of art
- 2.5 Contemporary / Fine Art
- 2.6 Design studies
- 2.7 Music studies
- 2.8 Theatre / cinema studies
- 2.9 Other
- 2.10 No further specialisation

3. Administration / Business

- 3.1 Corporate administration
- 3.2 Public sector administration
- 3.3 General business studies
- 3.4 European business studies
- 3.5 International business studies
- 3.6 Electronic Commerce
- 3.7 Other
- 3.8 No further specialisation

4. Economics

- 4.1 Agricultural Economics
- 4.2 Competition Policy and Deregulation
- 4.3 Development economics
- 4.4 Economic History
- 4.5 Economic Policy
- 4.6 Economics of International Business
- 4.7 Environmental Economics
- 4.8 European Economics
- 4.9 Global / International Economics
- 4.10 Industrial Economics
- 4.11 Management Economics
- 4.12 Mathematical Economics
- 4.13 Politics Economics
- 4.14 Other
- 4.15 No further specialisation

5. Accounting / Finance

- 5.1 Business accountancy
- 5.2 International accountancy
- 5.3 Management accountancy
- 5.4 Audit
- 5.5 Banking
- 5.6 Finance economics
- 5.7 Finance management
- 5.8 Financial markets
- 5.9 International finance
- 5.10 Other
- 5.11 No further specialisation

6. Management / Marketing

- 6.1 Advertising
- 6.2 General management studies
- 6.3 Information systems management
- 6.4 European business management
- 6.5 International business management
- 6.6 Strategic management
- 6.7 Human resource management
- 6.8 General marketing
- 6.9 International marketing
- 6.10 Marketing research
- 6.11 Consumer behaviour studies
- 6.12 Organisation Studies
- 6.13 Other
- 6.14 No further specialisation

Annexe 1:

7. Communication

- 7.1 Communication Studies/Media
- 7.2 Communication Studies/Language Studies
- 7.3 Communication Studies/Politics
- 7.4 Communication Studies/Sociology
- 7.5 Communications Technologies
- 7.6 Communications management/ marketing
- 7.7 Human Communication
- 7.8 Mass communications
- 7.9 Telecommunications
- 7.10 Other
- 7.11 No further specialisation

8. Computer science / IT

- 8.1 Computing
- 8.2 Cybernetics
- 8.3 Hardware Technology
- 8.4 Information Systems
- 8.5 Internet Technologies
- 8.6 Database management
- 8.7 Networks
- 8.8 Programming
- 8.9 Software Design & Development
- 8.10 Web development / design
- 8.11 Other
- 8.12 No further specialisation

9. Culture

- 9.1 Cultural Studies / Management
- 9.2 Cultural criticism
- 9.3 European Cultural Studies
- 9.4 History of Culture
- 9.5 Social anthropology
- 9.6 Visual Cultural Studies
- 9.7 Other
- 9.8 No further specialisation

10. Education

- 10.1 Education Studies
- 10.2 Languages Education
- 10.3 Teaching education
- 10.4 Early childhood studies
- 10.5 Linguistic studies
- 10.6 Primary Education
- 10.7 Secondary Education
- 10.8 Other
- 10.9 No further specialisation

11. Energy

- 11.1 Energy Management
- 11.2 Energy Market
- 11.3 Energy Technology
- 11.4 Energy Economics
- 11.5 Energy networks
- 11.6 Oil/gas specialist
- 11.7 Other
- 11.8 No further specialisation

12. Engineering

- 12.1 Aerospace / Air
- 12.2 Automotive/ Mechanical/ Motor
- 12.3 Bio / Chemical
- 12.4 Business
- 12.5 Civil / Mining
- 12.6 Clothing / Materials
- 12.7 Communications
- 12.8 Computers / hardware
- 12.9 Construction
- 12.10 Electronics / Digital / Technological
- 12.11 Environmental engineering
- 12.12 Industrial/ Manufacture
- 12.13 Naval / shipping engineering
- 12.14 Nuclear
- 12.15 Science Engineering
- 12.16 Other
- 12.17 No further specialisation

13. Environmental

- 13.1 Conservation
- 13.2 Environmental legislation
- 13.3 Environmental Management
- 13.4 Environmental Science
- 13.5 Environmental technologies
- 13.6 Other
- 13.7 No further specialisation

14. European Studies

- 14.1 European economics
- 14.2 European politics
- 14.3 European Institutional Law
- 14.4 European Studies and Public Relations
- 14.5 European social studies
- 14.6 Other
- 14.7 No further specialisation

Annexe 1:

15. Food

- 15.1 Food Safety
- 15.2 Food Technology
- 15.3 Nutrition and Health
- 15.4 Food Services / Production
- 15.5 Gastronomy
- 15.6 Other
- 15.7 No further specialisation

16. Humanities

- 16.1 Archaeology
- 16.2 History
- 16.3 Documentation
- 16.4 Ethics
- 16.5 Library science
- 16.6 Literature studies
- 16.7 Language sciences
- 16.8 Other
- 16.9 No further specialisation

17. Medical and Health Studies

- 17.1 Human medicine
- 17.2 Dentistry
- 17.3 Pharmacy
- 17.4 Public health
- 17.5 Physiology
- 17.6 Therapy
- 17.7 Toxicology
- 17.8 Veterinary medicine
- 17.9 Other
- 17.10 No further specialisation

18. International Relations / Politics / Development

- 18.1 Development studies
- 18.2 Economic development
- 18.3 International development
- 18.4 Sustainable development
- 18.5 Humanitarian aid
- 18.6 International politics / Geopolitics
- 18.7 Human Rights politics
- 18.8 Political Science
- 18.9 Public administration
- 18.10 International/ Public Relations
- 18.11 Social policy
- 18.12 Other
- 18.13 No further specialisation

19. Law

- 19.1 Administrative law
- 19.2 Business law
- 19.3 Civil law
- 19.4 Commercial law
- 19.5 Competition law
- 19.6 Criminal/penal law
- 19.7 European law
- 19.8 International law
- 19.9 International business law
- 19.10 Intellectual property law
- 19.11 Institutional law
- 19.12 Other
- 19.13 No further specialisation

20. Media studies / Entertainment

- 20.1 Audio visual media studies
- 20.2 Leisure Management
- 20.3 Music, Entertainment and Arts
Management
- 20.4 Film Studies
- 20.5 Journalism
- 20.6 Television Studies
- 20.7 Other
- 20.8 No further specialisation

21. Science

- 21.1 Astronomy
- 21.2 Biochemistry
- 21.3 Biology
- 21.4 Biomedical science
- 21.5 Botany
- 21.6 Chemistry
- 21.7 Ecology
- 21.8 Mathematical science
- 21.9 Physics
- 21.10 Geography
- 21.11 Geology
- 21.12 Genetics
- 21.13 Materials Science
- 21.14 Zoology
- 21.15 Other
- 21.16 No further specialisation

Annexe 1:

22. Social Studies

- 22.1 Anthropology
- 22.2 Criminology
- 22.3 Demography
- 22.4 Philosophy
- 22.5 Psychology
- 22.6 Religion studies
- 22.7 Social Science
- 22.8 Social Work/ Employment
- 22.9 Sociology
- 22.10 Other
- 22.11 No further specialisation

23. Sports and Tourism

- 23.1 Health & Sports
- 23.2 Physical education
- 23.3 Sports Management / Performance
- 23.4 Tourism Management
- 23.5 Tourism Studies
- 23.6 Other
- 23.7 No further specialisation

24. Transport

- 24.1 Air transport specialist
- 24.2 Transport Management
- 24.3 Logistics and transport
- 24.4 Shipping
- 24.5 Transport technologies
- 24.6 Transport legislation
- 24.7 Other
- 24.8 No further specialisation

Annexe 2: List of Directorates-General and Services of the European-Commission.

1. POLICY DGS & SERVICES

- 1.1. AGRICULTURE and RURAL DEVELOPMENT DG
BRUSSELS
- 1.2. COMPETITION DG
BRUSSELS
- 1.3. ECONOMIC AND FINANCIAL AFFAIRS DG
BRUSSELS/LUXEMBOURG
- 1.4. EDUCATION AND CULTURE DG
BRUSSELS
- 1.5. EMPLOYMENT, SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES DG
BRUSSELS/LUXEMBOURG
- 1.6. ENERGY AND TRANSPORT DG
BRUSSELS
- 1.7. ENTERPRISE AND INDUSTRY DG
BRUSSELS/LUXEMBOURG
- 1.8. ENVIRONMENT DG
BRUSSELS
- 1.9. FISHERIES AND MARITIME AFFAIRS DG
BRUSSELS
- 1.10. HEALTH AND CONSUMER PROTECTION DG
BRUSSELS/LUXEMBOURG
- 1.11. INFORMATION SOCIETY DG
BRUSSELS/LUXEMBOURG
- 1.12. INTERNAL MARKET AND SERVICES DG
BRUSSELS

2. JOINT RESEARCH CENTRE

- 2.1. JOINT RESEARCH CENTRE
BRUSSELS
Workin sites are:
 - GEEL (BE)*
 - ISPRA (IT)*
 - KARLSRUHE (DE)*
 - PETTEN (NL)*
 - SEVILLE (E)*
- 2.2. JUSTICE , FREEDOM AND SECURITY DG
BRUSSELS
- 2.3. REGIONAL POLICY DG
BRUSSELS
- 2.4. RESEARCH DG
BRUSSELS
- 2.5. TAXATION AND CUSTOMS UNION DG
BRUSSELS

3. EXTERNAL RELATIONS DGS & SERVICES

- 3.1. DEVELOPMENT DG
BRUSSELS
- 3.2. ENLARGEMENT DG
BRUSSELS
- 3.3. EUROPEAID CO-OPERATION OFFICE
BRUSSELS
- 3.4. EXTERNAL RELATIONS DG
BRUSSELS
- 3.5. HUMANITARIAN AID OFFICE
BRUSSELS
- 3.6. TRADE DG
BRUSSELS

4. GENERAL DGS & SERVICES

- 4.1. EUROPEAN ANTI-FRAUD OFFICE
BRUSSELS
- 4.2. EUROPEAN COMMUNITIES PERSONNEL SELECTION OFFICE
BRUSSELS
- 4.3. EUROSTAT
LUXEMBOURG
- 4.4. PUBLICATIONS OFFICE
LUXEMBOURG
- 4.5. PRESS AND COMMUNICATION DG
BRUSSELS
- 4.6. SECRETARIAT-GENERAL
BRUSSELS

5. INTERNAL DGS & SERVICES

- 5.1. BUDGET DG
BRUSSELS
- 5.2. GROUP OF POLICY ADVISERS
BRUSSELS
- 5.3. INTERNAL AUDIT SERVICE
BRUSSELS
- 5.4. INTERPRETATION DG
BRUSSELS
(NB: This Service does **not** recruit trainee interpreters or linguists).
- 5.5. LEGAL SERVICE
BRUSSELS
- 5.6. OFFICE FOR ADMINISTRATION AND PAYMENT OF INDIVIDUAL ENTITLEMENTS
BRUSSELS
- 5.7. OFFICE FOR INFRASTRUCTURE AND LOGISTICS
BRUSSELS/LUXEMBOURG

Annexe 2:

5.8. PERSONNEL AND ADMINISTRATION DG

BRUSSELS/LUXEMBOURG

5.9. TRANSLATION DG

BRUSSELS/LUXEMBOURG