



APPLICATION FORM
SELECTION OF TEMPORARY STAFF

Selection No. (This number should be quoted in all correspondence.)
e.g. COM/TA/reference DG/14/... or ... T/reference DG/14 (as mentioned in the Selection Notice)

YOU MUST FILL IN THE APPLICATION FORM COMPLETELY. FAILURE TO DO THIS MAY RESULT IN YOUR APPLICATION BEING REJECTED.

1. **SURNAME** **MAIDEN NAME (IF APPLICABLE)** **FORENAMES**

2. **ADDRESS (PLEASE ADVISE OF ANY CHANGES AS SOON AS E-MAIL POSSIBLE)**

TEL. WORK

TEL. HOME

MOBILE TEL.

NAME AND TELEPHONE NUMBER OF A PERSON TO BE CONTACTED SHOULD YOU BE UNAVAILABLE

3. **PLACE AND COUNTRY OF BIRTH:** **DATE OF BIRTH (DD/MM/YY)** **CURRENT NATIONALITY (IF DUAL, INDICATE BOTH)**

4. **GENDER** **M** **F**

5. KNOWLEDGE OF LANGUAGES

FIRST LANGUAGE

LANGUAGES	2(*) :				3(*) :				4(*) :				5(*) :			
	READ	WRITE	UNDERSTAND	SPEAK												
EXCELLENT																
VERY GOOD																
GOOD																
Satisfactory																
BASIC																

*** Please indicate the name of the language**

OTHER LANGUAGES:

6. EDUCATION

PLEASE PROVIDE DETAILS OF ALL EDUCATIONAL ESTABLISHMENTS ATTENDED FROM SECONDARY SCHOOL ONWARDS (LOWER SECONDARY, HIGHER SECONDARY, FURTHER EDUCATION, INCLUDING TECHNICAL OR PROFESSIONAL TRAINING, HIGHER OR UNIVERSITY EDUCATION). CONCERNING POST-SECONDARY EDUCATION PLEASE ALSO MENTION INTERMEDIATE DIPLOMAS (I.E. DEUG, CANDIDATURE, VORDIPLOM).

PLEASE INDICATE WHETHER THE DIPLOMA(S) YOU OBTAINED CORRESPOND TO A COMPLETE CYCLE IN YOUR COUNTRY.

A. SECONDARY, TECHNICAL, PROFESSIONAL AND HIGHER (NON-UNIVERSITY) EDUCATION (PLEASE COMPLETE THIS SECTION ONLY WHEN YOU APPLY FOR A SELECTION FOR FUNCTION GROUP AST)

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

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B. UNIVERSITY EDUCATION

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

C. GENERAL, SPECIALIST AND FURTHER TRAINING

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

7. PROFESSIONAL EXPERIENCE

INDICATE, IN CHRONOLOGICAL ORDER STARTING WITH YOUR PRESENT POST, ALL THE POSTS WHICH YOU HAVE HELD AND THE TASKS YOU PERFORMED.

NATURE AND DESCRIPTION OF TASKS ¹	NAME AND ADDRESS OF EMPLOYER	OCCUPATION RATE ²	FROM (DAY, MONTH, YEAR)	TO (DAY, MONTH, YEAR)

¹ Where necessary enclose a job description, if you have one.

² E.g. full-time, part-time, etc.

8. INFORMATION TECHNOLOGY AND OFFICE SKILLS

<i>TOOLS</i>	<i>WORD</i>	<i>EXCEL</i>	<i>POWER POINT</i>	<i>ACCESS</i>	<i>FRONTPAGE</i>	<i>OUTLOOK</i>	<i>INTERNET</i>	<i>OTHER</i>
EXCELLENT								
VERY GOOD								
GOOD								
SATISFACTORY								
BASIC								

9. **DO YOU HAVE A PHYSICAL DISABILITY REQUIRING SPECIAL ARRANGEMENTS TO BE MADE AT THE TESTS?**

Yes

No

IF SO, PLEASE GIVE DETAILS AND INDICATE THE NATURE OF THE SPECIAL ARRANGEMENTS YOU CONSIDER NECESSARY.

DECLARATION

I, THE UNDERSIGNED, DECLARE THAT:

- A) I AM CITIZEN OF ONE OF THE MEMBER STATES OF THE EUROPEAN UNION.
- B) I ENJOY MY FULL RIGHTS AS A CITIZEN
- C) I HAVE FULFILLED ANY OBLIGATIONS IMPOSED ON ME BY THE LAWS CONCERNING MILITARY SERVICE.
- D) I MEET THE CHARACTER REQUIREMENTS FOR THE DUTIES INVOLVED
- E) THE INFORMATION PROVIDED ABOVE AND IN THE ANNEXES IS TRUE AND COMPLETE.

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

I AM AWARE THAT ANY FALSE STATEMENT MAY INVALIDATE MY APPLICATION AND/OR, WHERE APPROPRIATE, RESULT IN THE CANCELLATION OF THE CONTRACT, PURSUANT TO ARTICLE 50 OF THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS OF THE EUROPEAN UNION³.

(DATE)

(NAME AND SIGNATURE)

ANNEX 1

REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINT TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to both the admission phase and the selection, please note that all the proceedings of the selection Committee are covered by the confidentiality laid down in Annex III of the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

□ **Request for review**

Within 10 days of the letter informing you of the decision being posted, send a letter stating your case to :

European Commission

DG

ADRESSE

Reference:

B-1049 Brussels

or by email to :@ec.europa.eu (same email address used for applications)

DG will forward your request to the Chairman of the Selection Committee where it comes within the board's remit. You will be sent a reply as soon as possible.

□ **Appeals**

You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. **One** single copy of the complaint should be sent by **one** of the following ways:

- **by e-mail**, preferably in .pdf format, to the functional mailbox HR MAIL E2 (HR-MAIL-E2@ec.europa.eu) or
- **by post**, to the office address
European Commission
Office SC11 4/57
B-1049 Brussels or
- **handed in at the office address** SC11 4/57 (rue de la Science 11, office 4/57) from 09.00 to 12.00 and from 14.00 to 17.00.

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation n° 723/2004 of 22 March 2004, published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) start to run from the time you are notified of the act allegedly prejudicing your interests.

You should note that the appointing authority does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless rules which govern the proceedings of selection committees have clearly been infringed.

❑ **Complaint to the European Ombudsman**

Like all citizens of the European Union, you can make a complaint to:

European Ombudsman

1 avenue du Président Robert Schuman

CS 30403

F - 67001 Strasbourg Cedex

<http://www.ombudsman.europa.eu/media/en/default.htm>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, **any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.**

ANNEX 2



EUROPEAN COMMISSION
DIRECTORATE-GENERAL HUMAN RESOURCES AND SECURITY
Directorate HR.DDG.B - Talent Management & Diversity
Selection, Recruitment & End of Service

Brussels
HR.DDG.B1

Subject: Information on the protection of personal data under a temporary staff selection procedure

Personal data supplied by candidates under this selection procedure are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:EN:HTML>). Articles 11 and 12 of the Regulation require the Recruitment and End of Service Unit of the Directorate-General HUMAN RESOURCES AND SECURITY (hereunder "DG HR") to provide candidates with the following information.

Identity of the controller: The Head of Unit HR.DDG.B.1 "Selection, Recruitment and End of Service".

Purposes of the processing operation: to help the Directorates-General (hereunder "DG") organise a selection procedure for temporary staff to constitute a list of successful candidate(s) best matching the profile set out in the selection notice. Individual information is given to each candidate on the various stages of the selection process.

Recipients of the data: The selection committee processes the candidates' files (which include identification data as well as admissibility data) the reasoned report and the reserve list, without however storing them. The HR service of the DG concerned processes and stores the candidates' files (including not selected candidates), the reasoned report and the list of successful candidates. DG HR services store the successful candidates' files, the reasoned report and the list of successful candidates.

Right of access and right to rectify the data: candidates can send an email with a copy of an identity document to HR.DDG.B1 (HR-B1-SELECTIONS-RESERVE-LISTS@ec.europa.eu) to indicate any changes to their personal data. If they wish, candidates can obtain a copy of their personal data as recorded by HR.DDG.B1 by sending an email with a copy of an identity document to the above functional mailbox. Aggregated results on the selection can be provided at the request of the candidate

Data concerned:

- Personal data (e.g. data enabling candidates to be identified and contacted): surname, first name, date of birth, gender, nationality, home address, email address, name and phone number of a contact person to be used if the candidate is unavailable.

- Information supplied by candidates under the selection procedure to assess whether they comply with the profile sought in the selection notice (application, curriculum vitae and supporting documents, in particular diplomas and professional experience). Data on admissibility criteria cannot be changed after the closing date of application. The right of rectification cannot be exercised after the closing date of applications' submission.
- Individual information given to each candidate on the various stages of the selection process.
- Some data related to gender and nationality, aside from identification purposes, might be processed on the basis of the EC's policy and internal decision

Legal basis:

- Conditions of Employment of Other Servants of the European Union, laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of the Council as last amended by Regulation (EU, Euratom) No 1023/2013 of the EP and of the Council of 22 October 2013.
- Commission Decision C(2013) 9049 of 16 December 2013 on policies for the engagement and use of temporary agents.

Date of launch of the processing operation: date on which the application is submitted.

Length of time the data are kept: the files of successful candidates are kept by Unit HR.DDG.B1 until they are recruited by the Commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files. Where successful candidates are not recruited, their selection files are kept by Unit HR.DDG.B1 five years after the closure of the selection procedure. All other selection files are kept by the respective DG until the deadline for appeal has expired following the publication of the list of successful candidates.

Candidates may at any time have recourse to the European Data Protection Supervisor (edps@edps.europa.eu).