



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
HUMAN RESOURCES AND SECURITY  
Traineeships, Recruitment & Mobility  
Competitions, Selections & Secondments

**NATIONAL EXPERTS IN PROFESSIONAL TRAINING PROGRAMME  
APPLICATION FORM**

Please use **CAPITAL LETTERS** and **LATIN CHARACTERS**  
when filling in parts 1 and 2 of this form.

**(1) Applicant's personal data**

Family name / Surname: [Click or tap here to enter text.](#)

First name: [Click or tap here to enter text.](#)

Date of birth: [Click or tap to enter a date.](#) City of birth: [Click or tap here to enter text.](#)

Current nationality: [Click or tap here to enter text.](#)

Gender (*as specified on your ID document*):  Male  Female

Professional email: [Click or tap here to enter text.](#)

Personal email: [Click or tap here to enter text.](#)

Telephone: [Click or tap here to enter text.](#)

**(2) Administration of origin (Your current employer)**

Name of your Administration: [Click or tap here to enter text.](#)

Street / number: [Click or tap here to enter text.](#)

Postcode / Town: [Click or tap here to enter text.](#)

Country: [Click or tap here to enter text.](#)

**(3) Requested start date and duration of the professional training**

**Start date:**  1 October **or**  16 October (*select only one*)

**Duration:**  3 months  4 months  5 months (*select only one*)

It is not possible to modify the duration of the professional training once you have submitted your application.

#### (4) **Preferences of Directorate-General (DG) or Cabinet**

Please indicate, **in order of preference**, maximum **three** Directorates-General or Cabinets that interest you most and give a concise motivation. (You can consult the list of DGs on [https://ec.europa.eu/commission/index\\_en](https://ec.europa.eu/commission/index_en)). Please note that you can also apply for the European External Action Service (EEAS) but **you cannot apply for European Agencies**.

- You cannot change your preferences once your application has been submitted.
- There is no absolute guarantee of being selected by one of these DGs.
- If you or your employer do not agree with the final assignment, you may withdraw your application for the current exercise. You can always apply during a following exercise.

**1<sup>st</sup> choice:** Directorate-General or Cabinet: [Click or tap here to enter text.](#)

Motivation:

[Click or tap here to enter text.](#)

**2<sup>nd</sup> choice:** Directorate-General or Cabinet: [Click or tap here to enter text.](#)

Motivation:

[Click or tap here to enter text.](#)

**3<sup>rd</sup> choice:** Directorate-General or Cabinet: [Click or tap here to enter text.](#)

Motivation:

[Click or tap here to enter text.](#)

#### (5) **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 special arrangements you believe would be necessary: [Click or tap here to enter text.](#)

#### (6) **Preferred keyboard layout**

Please indicate your preference:  QWERTY or  AZERTY (*select only one*)

(7) **Emergency contact address**

Family name / Surname: [Click or tap here to enter text.](#)

First name: [Click or tap here to enter text.](#)

Telephone number: [Click or tap here to enter text.](#)

Email address: [Click or tap here to enter text.](#)

Street / number: [Click or tap here to enter text.](#)

Postcode / Town: [Click or tap here to enter text.](#)

Country: [Click or tap here to enter text.](#)

(8) **Detailed Curriculum Vitae in EUROPASS format**

Please attach your CV using the Europass format: [Home | Europass.](#)

(9) **Declaration on honour (candidate)**

**I, the undersigned,**

- **declare** that I have never benefited from any kind of contract or previous employment within a European Institution,
- **declare** that throughout the period of my professional training, my employer continues to pay my salary and that I will remain subject to my social security legislation which will assume responsibility for expenses incurred abroad,
- **affirm** that I am acquainted with the Commission Decision C(2008)6866 of 12/11/2008 on the Rules applicable to National experts on secondment to the Commission, which are applicable to me during the period of my professional training at the Commission ([Register of Commission Documents - C\(2008\)6866](#))
- **certify** that the statements made by me in answer to the above questions and in my Curriculum Vitae (in enclosure) are true, complete, and correct. I understand that any false statement or any required information withheld from this form, may provide grounds for my exclusion from the NEPT Programme, or cancellation of my training if my application has been accepted.

(10) **Declaration on honour (employer)**

The undersigned,

Mr/Ms [Click or tap here to enter text](#) (name and job title)

representing [Click or tap here to enter text](#) (name of the employer)

headquartered in (full address of the employer):

[Click or tap here to enter text.](#)

Confirms that:

Mr/Ms [Click or tap here to enter text](#) (name of the candidate)

- has been employed as [Click or tap here to enter text](#) (please specify the type of employment contract: permanent official/contractual/other),
- since [Click or tap to enter a date](#) until today,
- his / her current place of employment is [Click or tap here to enter text](#) (city and country) since [Click or tap to enter a date](#).

During the full duration of professional training to the European Commission, Mr/Ms [Click or tap here to enter text](#) (name of the candidate):

- continues to receive the same level of remuneration, that he / she was receiving before the start of the professional training,
- remains subject to the social security legislation which covers expenses incurred abroad,
- according to Article 6§5 of the 2008 Decision, there is no reason why Mr/Ms [Click or tap here to enter text](#) (name of the candidate) should not be assigned to those duties.

#### **(11) Processing of personal data**

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council <sup>(1)</sup>. This applies in particular to the confidentiality and security of such data.

**Date:** [Click or tap to enter a date](#).

**Stamp and [e]signature of employer**

**[e]Signature of the NEPT candidate**

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<sup>(1)</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39)