

Moving Europe towards a sustainable and safe railway system without frontiers.

Tips for completing the ERA application form

Introduction

Completing the ERA application form is an important first step in looking for any job at ERA. It needs to demonstrate in a concise and structured way to which level the applicant meets the eligibility and selection criteria in order to determine whether the applicant is to be invited to the next steps of the selection procedure. The selection committee analyses and assesses each application with great scrutiny therefore it is important the applicant invests sufficient time and energy in completing the application form.

General tips

Before completing the ERA application form, bear in mind a few important principles:

- **Take care of the presentation of your application:**
Describe your educational qualifications, professional experiences, skills and competences clearly, concisely and logically, so your specific attributes are easily spotted.
- **Give proper attention to all relevant details:**
Both in substance and presentation; check for spelling mistakes, the use of punctuation, etc.
Make sure you use the correct reference number of the Call for Applications and the correct job title.
Make sure you respect the deadline for submission.
- **Concentrate on the essentials and stick to the facts:**
Concentrate on essential information bringing added value to your application.
Do not artificially inflate your application as this is bound to be detected during the next steps of the selection procedure.
- **Adapt your application to the post you are applying for:**
When applying for different posts (simultaneously or consecutively), systematically check your application every time you want to submit it so it corresponds to the profile required; highlight how you meet the specific requirements of the post advertised.
- **Keep to the layout of the template:**
Do not change the font nor the wording.
Do not remove boxes if not used. Use “not applicable” when relevant.
Avoid underlining or writing whole sentences in capitals or bold: it affects the readability of the document.
Do not split an entry under one heading over two pages (e.g. your list of training courses): to avoid this, use the “page break” command in your word processing software.

- **Be clear and concise:**
Use short sentences.
Concentrate on the relevant aspects of your professional and educational qualifications/experiences.

- **Have someone else read your ERA application form on completion:**
Check your ERA application form carefully once you have filled it in and fine-tune where necessary.
Have someone else read your application to ensure the content is clear and easy to understand.

How to complete your ERA application form?

Please note the ERA application form is the only one accepted!

Therefore it is not necessary to add a detailed CV and a letter of motivation which will not be taken into consideration.

Please allow yourself sufficient time to read the documents, collect your data and to prepare your ERA application form. We strongly recommend not to wait until the very last day.

Please ensure that you observe the following:

1. Remember to take time zones into consideration when sending your ERA application form,
2. Read thoroughly the Call for Applications,
3. Download the ERA application form from our website and open it in a word version,
4. Complete the form electronically preferably in English,
5. Fields, where you may enter your input, are highlighted in light blue colour,
6. When entering dates, the only accepted format is **DD/MM/YYYY** (e.g. 22/06/1970),
7. You should be concise; for some boxes, the space for your input is limited by the size (a maximum of 1000 characters),
8. Please do not submit your application unless you have fully read and understood the information contained in the Call for Applications and you are certain the data you have entered in your application are correct,
9. Once you complete and verify your application, do not forget to sign the form, to scan it and send it to the dedicated mailbox: jobs@era.europa.eu,
10. Once your ERA application form has been submitted, you will receive a standard automatic reply (to which you do not have to react),
11. It is your responsibility to keep the automatic reply message as proof of submission of your application,
12. Should you not receive an automatic reply message, please check whether the email has been filtered by the spam filter set up on your email account. Please re-submit your application if this is not the case or contact us at: jobs@era.europa.eu,
13. Please do not leave it until the last minute to submit your ERA application form. Experience has shown that the system can become overloaded as the deadline for applications approaches and you may find it difficult to submit your application in time. Applications not submitted in time are not considered valid,
14. In case you will submit more than one application for the same procedure, ERA will only assess the latest one and will automatically disregard all your previous applications.

ERA application form

Fields where you may enter your input, are highlighted in light blue colour!

<p><i>Ref. Nr. of the Call for Applications:</i></p>	<div style="background-color: #e6f2ff; padding: 5px;"> <input type="checkbox"/> ERA/XX/202X/00X-OPE (External) <input type="checkbox"/> IAM/ERA/XX/202X/00X (Inter-Agency Mobility: only for EU Staff members) <input type="checkbox"/> IM/ERA/XX/202X/00X (Internal Mobility: only for ERA Staff members) </div> <p style="color: red; font-size: small;">Make sure that you tick the appropriate reference</p>
<p><i>For which post(s) do you apply?</i></p>	<div style="background-color: #e6f2ff; padding: 5px;"> <p>For a post of XXXXX</p> </div> <p style="color: red; font-size: small;">Make sure that you indicate the appropriate position</p>

1. MY PERSONAL DATA:

<p><i>Surname (family name):</i></p>	<p style="color: red; font-size: small;">Example: DUPONT</p>	<p><i>First (given) name:</i></p>	<p style="color: red; font-size: small;">Example: Marc</p> <p style="color: red; font-size: x-small;">If you have more than one first name, start with the one you usually use</p>
<p><i>Nationality:</i></p>	<p style="color: red; font-size: small;">Mandatory information!</p> <p style="color: red; font-size: x-small;">If you have more than one nationality, indicate them</p>	<p><i>Date of birth:</i></p> <p style="color: red; font-size: small;">dd/mm/yyyy</p>	<p style="color: red; font-size: small;">Mandatory information!</p>
<p><i>Address for correspondence:</i> <i>(Street, house number, postal code, city, country)</i></p>	<p style="color: red; font-size: small;">Choose the postal address at which you can be contacted quickly</p>	<p><i>Telephone number:</i> <i>(Including international prefix)</i></p>	<p style="color: red; font-size: small;">Home: +</p> <p style="color: red; font-size: small;">Mobile: +</p> <p style="color: red; font-size: x-small;">Separate groups of digits in accordance to national convention, to ensure your telephone number is easily to read.</p> <p style="color: red; font-size: x-small;">Example: +<CountryCode> <AreaCode> <LocalNumber></p>
<p><i>E-mail address (to be used for communication):</i></p>	<p>Email 1: Example: Marc.Dupont@hotmail.com</p> <p>Email 2:</p> <p style="color: red; font-size: small;">Make sure these email addresses are correctly entered and frequently monitored by you as it will be used by ERA to communicate with you regarding your application. Avoid fancy or silly addresses</p>		

2. MY LANGUAGE SKILLS¹:

Firstly, indicate your mother tongue, if you have more than one, please mention them all.
 Complete the table below by indicating the appropriate level (from A1 to C2) as explained in footnote² in any other EU languages.

Mother tongue(s): Example: French, German

Other EU languages	Understanding (From A1 to C2)		Speaking (From A1 to C2)		Writing (From A1 to C2)	Language Certificate/ Diploma/ Date of award (If available)
	Listening	Reading	Spoken interaction	Spoken production		
Example: English	C2	C2	C2	C2	C2	
Example: Spanish	B2	B2	B2	B2	B2	

3. MY EDUCATION AND TRAINING:

Insert schools, colleges, universities or other relevant educational establishments attended.
 Please indicate **ONLY** the studies for which you have been issued with an **official certificate or diploma**.

Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate’s qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education). The document proving this must also be mentioned in the ERA application form (and later submitted) to enable the Selection Committee to accurately assess the level of qualification.

Start first with your Secondary Education OR relevant training.
 Secondary Education generally marks the end of compulsory schooling. It follows on from elementary or primary education.

Secondary Education OR training (in chronological order)				
<i>Name of the establishment and country</i>	<i>Dates from/to: (dd/mm/yyyy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language and in English</i>	<i>Date of award: (dd/mm/yyyy)</i>

¹ The official EU languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

² Please indicate the appropriate level (A1, A2, B1, B2, C1, and C2) in the corresponding box, using the European self-assessment grid as reference (see <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>)

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Fill in the Post-Secondary Education (non-university level) OR training (if applicable).

Post-secondary Education is the non-compulsory educational level following the completion of a school curriculum providing secondary education. This may include education provided by colleges or vocational training relating to a specific trade, occupation or vocation.

Professional training of an equivalent level in a relevant domain may be included in the Call for Applications.

Post-Secondary Education (non-university level) OR training (in chronological order)				
<i><u>Name of the establishment and country</u></i>	<i>Dates from/to: (dd/mm/yyyy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language and in English</i>	<i>Date of award: (dd/mm/yyyy)</i>

Fill in the University Education (if applicable).

Some posts require candidates to possess a university degree of a particular duration.

University Education (in chronological order)				
<i><u>Name of the establishment and country</u></i>	<i>Dates from/to: (dd/mm/yyyy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language and in English</i>	<i>Date of award: (dd/mm/yyyy)</i>

Fill in the Post-Graduate Education (if applicable)

Post-Graduate Education (in chronological order)				
<i><u>Name of the establishment and country</u></i>	<i>Dates from/to: (dd/mm/yyyy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language and in English</i>	<i>Date of award: (dd/mm/yyyy)</i>

Fill in the certified education OR training relevant for the position you are applying for (if applicable)

Other certified education OR training relevant for the position you are applying for (In chronological order)				
<i>Name of the establishment and country</i>	<i>Dates from/to: (dd/mm/yyyy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language and in English</i>	<i>Date of award: (dd/mm/yyyy)</i>

4. MY PROFESSIONAL EXPERIENCE (S):

Starting with your **present or last job** and continuing in reverse chronological order your previous professional experience which you deem are the most relevant for the post you are applying for.

In case you are or you were working for an EU Body/Agency/Institution, you should also mention **your type of contract and the respective grade**.

Indicate if you have worked **full time or part-time**. If part-time, indicate the percentage compared to full time.

Please indicate only the jobs you hold/have held and for which you can provide a certificate of the period actually worked (e.g. a contract of employment, a tax certificate, etc.).

If you include traineeships/internships, please indicate this in "job title of position held" field and state whether the traineeship/internship was remunerated.

Note: Copy boxes if necessary

<i>Period of employment (dd/mm/yyyy)</i>	<i>Start date</i>		<i>End date</i>		<i>Calculated length</i> years months
<i>Organisation – name (Including city and country)</i>						
<i>Workload</i>	Full time <input type="checkbox"/>		Part time <input type="checkbox"/> (.....%)			
<i>Type of business or sector</i>						
<i>Job title of position held</i>						
<i>Main activities and responsibilities</i>						
<i>Language(s) used</i>						

<i>Number and type of staff under your responsibility (where applicable)</i>	
<i>Name and contact details of your supervisor (optional)</i>	
<i>Reason for leaving (optional)</i>	

5. MY REFERENCES:

This section gives you an opportunity to provide names and contact details of 3 professional references, persons not related to you, who know you professionally and/or personally; including at least one supervisor who may be contacted by ERA to provide professional references and/or to confirm statements made by you.

Please note that ERA may only contact the listed persons after your authorisation prior to the decision on appointment.

<i>Surname and First name</i>	<i>Relation / position</i>	<i>Email contact + phone number (Including international prefix)</i>	<i>Permission to contact (yes/no)</i>

6. MEETING THE SELECTION CRITERIA:

This section provides you with an opportunity to clearly describe in more details to what level you meet the professional requirements (please refer to **the selection criteria** listed in **the section III** of the Call for Applications).

Please use bullet points for the criteria in your response to match the bullet points of the criteria in the Call for Applications.

For any criteria that you would like to leave blank, write “n/a” next to the bullet point.

Use real examples/tasks you have performed and/or goals achieved. These statements are mainly used to assess your suitability for the post. You should be concise. The space for your input is limited to a maximum of 1000 characters per criteria.

Selection Criteria:

Note: One box for one criterion, repeat boxes according to the number of criteria!

7. MY MOTIVATION LETTER:

This section provides you with an opportunity to explain your motivation for applying for this post and the added value you could offer by any additional information not mentioned in previous sections. The space for input is limited to a maximum 1000 characters.

8. DECLARATION:

I, the undersigned, declare that all the information provided by me above is, to the best of my knowledge, true, correct and complete on the date of the submission of my ERA Application form.

I further declare that:

- › I am currently a national of a member state of the European Union or the EEA (i.e. Norway, Lichtenstein and Iceland) countries.
- › I have not been deprived of my civic rights.
- › I have complied with the provisions of all military service laws applicable to me.
- › I undertake to submit, as soon as requested by ERA, any documents in support of the above statements and declarations.
- › I am fully aware that any false or incorrect statement or omission, even if unintended on my part, may lead to my lower scoring during the evaluation, refusal or non-eligibility or disqualification of my application or may render my appointment with ERA liable to a termination.
- › I am willing to undergo the pre-engagement medical examination prior to taking up duty.
- › I am willing to provide a certificate of good conduct prior to engagement.
- › I am willing to provide the supporting documents proving my educational background and professional experiences prior to the engagement procedure.
- › I am willing to comply with the rules on conflict of interests applicable to the Agency.

<i>Date</i>	<i>Name of applicant and signature (handwritten)</i>
Mandatory information!	Please be aware that your signature is mandatory!