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| **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 of at least 2 hours to read the documents, collect your data and to prepare your ERA Application form.**  **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 expression of interest, 3. Download the ERA Application form from our website and open in a word version, 4. Fill out the form electronically in English language by preference, 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 expression of interest and you have assured that 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 scann it and send it to the dedicated mailbox: [jobs@era.europa.eu](mailto:jobs@era.europa.eu), 10. Once your ERA Application form has been submitted, you will receive an automatic reply, 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](mailto:jobs@era.europa.eu) 13. In case you will submit more than one application for a procedure, ERA will only assess the latest one and will automatically disregard all your previous applications. |

ERA Application form (SNE)

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

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| Ref. Nbr of the Call for applications: | ERA/SNE/2019/001 |
| Profile(s) | **Area A - Corporate governance, work programme management**  **Area B – Strategic planning**  **Area C – Communication, events management, social media, dissemination and training**  Make sure that you put the appropriate area(s) |

# MY PERSONAL DATA:

|  |  |  |  |
| --- | --- | --- | --- |
| Surname (family name): |  | First (given) name: |  |
| Nationality: |  | Date of birth:  dd/mm/yyyy |  |
| Address for correspondence:  (street, house number, postal code, city, country) |  | Telephone number:  (including international prefix) | Home:  Mobile: |
| E-mail address (to be used for communication): | Email 1:  Email 2:  Make sure that 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. | | |

# MY LANGUAGE SKILLS[[1]](#footnote-1):

This section provides you with an opportunity to indicate your mother tongue(s) and to complete the table below by indicating the appropriate level (from A1 to C2) as explained in footnote1 in any other EU languages.

**Mother tongue(s):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Other EU languages | Understanding  (from A1 to C2) | | Speaking  (from A1 to C2) | | Writing (from A1 to C2) | Language Certificate/  Diploma/ Date of award |
| **Languages** | **Listening** | **Reading** | **Spoken interaction** | **Spoken**  **production** |  | **(if available)** |
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# MY EDUCATION AND TRAINING:

Indicate schools, colleges, universities, or other relevant institutions attended. Please indicate ONLY the studies for which you have been issued with an oficial certificate or diploma.

**Note: Copy boxes if necessary**

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| --- | --- | --- | --- | --- |
| **Secondary Education OR training (in chronological order)** | | | | |
| Name of the establishment and country | Dates from/to: (dd/mm/yy) | Main Subject(s)/  occupational skills covered | Title of the qualification in original language and in English | Date of award: (dd/mm/yy) |
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| --- | --- | --- | --- | --- |
| **Post-Secondary Education (non-university level) OR training (in chronological order)** | | | | |
| Name of the establishment and country | Dates from/to: (dd/mm/yy) | Main Subject(s)/  occupational skills covered | Title of the qualification in original language and in English | Date of award: (dd/mm/yy) |
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| --- | --- | --- | --- | --- |
| **University Education (in chronological order)** | | | | |
| Name of the establishment and country | Dates  from/to:  (dd/mm/yy) | Main Subject(s)/ occupational skills covered | Title of the qualification in original language and in English | Date of award:  (dd/mm/yy) |
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| --- | --- | --- | --- | --- |
| **Post-Graduate Education (in chronological order)** | | | | |
| Name of the establishment and country | Dates from/to:  (dd/mm/yy) | Main Subject(s)/ occupational skills covered | Title of the qualification in original language and in English | Date of award: (dd/mm/yy) |
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| **Other Certificated Education OR training relevant for the position you are applying for**  **(in chronological order)** | | | | |
| Name of the establishment and country | Dates from/to:  (dd/mm/yy) | Main Subject(s)/ occupational skills covered | Title of the qualification in original language and in English | Date of award: (dd/mm/yy) |
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# MY PROFESSIONAL EXPERIENCE:

Starting with your present or last post, list in reverse order your previous professional experience longer than 3 months 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, you should also mention your contract type and the respective grade.

**Note: Copy boxes if necessary**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Period of employment  (dd/mm/yyyy) | Start date |  | End date | |  | Calculated length | (years, month) |
| Organisation – name  (including city and country) |  | | | | | | |
| Workload | Full time  | | | Part time  (………..% ) | | | |
| Type of business or sector |  | | | | | | |
| Job title of position held |  | | | | | | |
| Main activities and responsibilities |  | | | | | | |
| Language(s) used |  | | | | | | |
| Number and type of staff under your responsibility (where applicable) |  | | | | | | |
| Name and contact details of your supervisor (optional) |  | | | | | | |
| Reason for leaving (optional) |  | | | | | | |

# MY REFERENCES:

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name and surname | Relation / position | Email contact + phone number  (including international prefix) | Permission to contact  (yes/no) |
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# MEETING THE SELECTION CRITERIA:

This section provides you with an opportunity to clearly describe in more details how well you meet or exceed professional requirements (please refer to **the selection criteria** listed in **the section III** of the Call for expression of interest). Use real examples/tasks you have performed, 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.

Selection Criteria:

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|  |

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

# 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.

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# DECLARATION:

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

I further declare that:

* I am employed by a national, regional or local public administration or an Intergovernmental Organisation (IGO[[2]](#footnote-2))
* I have a level of education which corresponds to completed university studies of at least three years, attested by a diploma;
* I have at least 3 years of professional experience, relevant for the profiles advertise in in section III ‘selection criteria;
* I have worked for my employer on permanent or contract basis for at least 12 months (before secondment);
* My employer supports my candidature (my employer will continue to pay my salary, maintain my administrative status throughout the period of secondment and continue to be responsible for all my employment-related social rights, particularly social security and pension).

|  |  |
| --- | --- |
| Date and Place | Signature - handwritten |
|  |  |

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.

   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>) [↑](#footnote-ref-1)
2. *The Executive Director of the Agency may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than State public administrationor an IGO, according to Article 1.2 of the MB decision n°173 of May 2018* [↑](#footnote-ref-2)