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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 (unless clearly stated in the call for applications).****Please allow yourself sufficient time of at least 2 hours 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 instructions:**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 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 applications 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 electronically the form**, (alternatively you could print, sign and scan it) and send it to the dedicated mailbox: jobs@era.europa.eu indicating the reference of the Call and the chosen profile only,
10. Once your ERA Application form has been submitted, you will receive an automatic reply within 48 hours,
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 within 48 hours, 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 cannot be considered valid.
14. 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.

**Candidates who do not respect these instructions will be excluded.** |

ERA Application form

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

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| Ref. Nbr of the Call for applications: | [ ]  ERA/CA/2023/002  **(External)**[ ]  IAM/ERA/CA/2023/002  **(Inter-Agency Mobility)**Make sure that you tick the appropriate reference |
| For which post do you apply? | Posts of Administrative Assistants & LogisticiansMake sure that you tick the appropriate profile |

# 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 footnote[[2]](#footnote-2) in any other EU languages.

**Mother tongue(s): XXXXXXXXX**

Make sure you enter something here!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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:

**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(S):

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

In case you wish to list additional work experience, you may add additional information at the end of this section by copying boxes.

Beware that the eligibility criteria regarding professional experience included in section II of the Call for applications takes into account the full professional experience.

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.

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| --- | --- | --- | --- |
| 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 applications).

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 per criteria.

Selection Criteria:

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**Note: One box for one criterion, repeat boxes according to the number of criteria and for each field for which you applied**

# 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 is, to the best of my knowledge, true, correct and complete on the date of the submission of my application.

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.

|  |  |
| --- | --- |
| Date | Signature: **Electronical** or scanned **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. [↑](#footnote-ref-1)
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/en/resources/european-language-levels-cef> [↑](#footnote-ref-2)