



Notice of Recruitment (indicate the reference number):.....

APPLICATION FORM

(to be completed preferably by **electronic** way or in CLEAR capital letters using **black ink**)

POSITION APPLIED FOR:.....
Temporary Agent - grade:.....

1. **SURNAME¹:** **Forenames:**

2. **ADDRESS:** Home tel .number:
 (all correspondence will be sent to this address. Please notify us immediately of any change of address) Work tel. number:.....
 Street: N°: Mobile phone:
 Post code:Town: Country

E-mail address:

3. **DATE AND PLACE OF BIRTH:**

4. **PRESENT NATIONALITY** (if dual indicate both):

5. **KNOWLEDGE OF LANGUAGES:** (to complete this section, please read point III.B.2. of the current notice of vacancy)

a) Mother tongue:

b) EU Official languages:

Very good					
Good					
Fair					

c) Other languages:

Very good					
Good					
Fair					

¹ IMPORTANT : Your application will be registered under this name. Please use it and quote the number of the notice of vacancy in all correspondence. Any other name (e.g. maiden name) on diplomas or certificates accompanying this application should be indicated here:

Ī. **STUDIES** (attach photocopies of diplomas and certificates you need to qualify as a candidate):

A. Secondary, advanced or technical education			
Name and address of establishment (town and country)	Years of study		Certificates and/or diplomas obtained. State official length of course and main subjects
	from	to (1)	
B. Higher education			
Name and address of University or other establishment (town and country)	Years of study		Certificates and/or diplomas obtained. State official length of course and main subjects
	from	to (1)	
Post graduate education			
Name and address of University or other establishment (town and country)	Years of study		Diploma or other qualification obtained
	from	to (1)	

(1) State the date (month and year) when the studies were completed and/or the qualification was obtained.

i. PROFESSIONAL EXPERIENCE (attach photocopies of supporting documents)

Give details of the post(s) you have held hitherto and professional experience acquired. Continue on additional sheets if necessary.

Exact designation of post, Nature and tasks description	Name and address of employer	From (day/month/year)	To (day/month/year)	Length (year, month, day)
				Full/part-time
Reasons for leaving:				
				Full/part-time
Reasons for leaving:				
				Full/part-time
Reasons for leaving:				
				Full/part-time
Reasons for leaving:				

Please put additional professional experience on separate page.

Reasons for leaving:				Full/part-time

TOTAL professional experience:

...../...../.....
 (yy / mm / dd)

i. OFFICE SKILLS:

Keyboard normally used: AZERTY | | QWERTY |

Knowledge of IT software:

J. PUBLISHED WORKS (indicate works relevant to the post being applied for; if necessary add additional sheets):

1€ Long periods (longer than two months) spent abroad (please indicate country, year and reasons for stay):

1F. **OPTIONAL:** Have you special needs that might pose difficulties during the tests? Yes No
If yes, please give details (to enable the Administration to make the necessary arrangements, if it can):

.....
.....
.....

1G Have you ever been found guilty of any offence by a court or tribunal? If so, give details:

.....
.....

DECLARATION

1. I, the undersigned, do solemnly declare that the information contained in this form is correct and complete.
2. I further do solemnly declare that:
 - a) I am a European citizen and enjoy my full rights as a citizen;
 - b) I have fulfilled any obligations imposed on me by the laws concerning military service;
 - c) I meet the character requirements for the duties involved.
3. I am aware that the following supporting documents (photocopies) will be requested of me and are indispensable if my application is to be accepted:
 - a) document proving citizenship (passport or identity card);
 - b) diploma(s) or certificate of study certifying the level required for admission to the competition;
 - c) Certificate(s) from employer, or employment contract(s) and the final salary slip(s).
4. I undertake to produce on request supporting documents in respect of point III B, points 1, 2 and 3, and I understand that any misstatement or omission, even if unintentional, may lead to the rejection of my application.
5. I agree to undergo the compulsory medical examination to ensure that I am physically fit to perform the duties involved.

Date and signature:

Number of enclosures:

DO NOT FORGET TO SIGN!

Please note that the Greens/EFA Group will process your data in accordance with the Regulation (EC) N°45/2001 on the protection of individuals with regards to the processing of personal data by the Community institutions and bodies. You have the right to access or rectify data.