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|  | **EUROPEAN COMMISSION** |

**application form**

**SELECTION OF TEMPORARY STAFF**

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| **Selection No.** (This number should be quoted in all correspondence.) | COM/TA/ADV/NEAR/21/AD13/BRUSSELS |

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| **You must fill in the application form completely. Failure to do so may result in your application being rejected**. |

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| 1. | **Surname**  | **Maiden name (if applicable)** | **Forenames**  |
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| 2. | **Address (please advise of any changes as soon as possible)** | **e-mail** |       |
|  |       | **Tel. work** |       |
|  |  | **Tel. home** |       |
|  |  | **Mobile tel.** |       |
|  |  |  |  |
|  | **Name and telephone number of a person to be contacted should you be unavailable** |  |
|  |       |       |

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| 3. | **Place and country of birth:** | **Date of birth****(dd/mm/yy)** | **Current nationality (if dual, indicate both)** |
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| 4. | **Gender** |  | **M[ ]**  | **[ ]**  | **F[ ]**  | **[ ]**  |  |  |  |  |

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| 5. | **Knowledge of languages** |
| **First language** |        |

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| ***Languages*** | ***2(\*) :***       | ***3(\*) :***       | ***4(\*) :***       | ***5(\*) :***       |
|  | **Read** | **Write** | **Understand** | **Speak** | **Read** | **Write** | **Understand** | **Speak** | **Read** | **Write** | **Understand** | **Speak** | **Read** | **Write** | **Understand** | **Speak** |
| **Excellent** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Very good** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Good** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **SATISFACTORY** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Basic** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

\* **Please indicate the name of the language**

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| **Other languages:** |       |

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| 6. | **Education** |
| **Please provide details of all educational establishments attended from secondary school onwards (lower secondary, higher secondary, further education, including technical or professional training, higher or university education). Concerning post-secondary education please also mention intermediate diplomas (i.e. deug, candidature, vordiplom).****Please indicate whether the diploma(s) you obtained correspond to a complete cycle in your country**. |

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| **A. University education**  |

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| **Name and location of establishment****(town, country)** | **Certificate or diploma obtained** | **Date you obtained the diploma****(day, month, year)** | **Completed cycle of studies yes/no** | **Normal length of complete cycle** |
|       |        |       |       |       |
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| **B. General, specialist and further training** |

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| **Name and location of establishment****(town, country)** | **Certificate or diploma obtained** | **Date you obtained the diploma****(day, month, year)** | **Completed cycle of studies yes/no** | **Normal length of complete cycle** |
|        |        |       |       |       |
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| **7.** | **Professional experience**  |
| **Indicate, in chronological order starting with your current post, all the posts which you have held and the tasks you performed.** |

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| **Title of the job, nature and description of tasks[[1]](#footnote-1)** | **Name and address of employer** | **Occupation rate[[2]](#footnote-2)** | **From****(day, month, year)** | **To****(day, month, year)** |
|       |       |        |       |       |
|       |       |        |       |       |
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| **8.** | **QUALIFICATION FOR PRE-SELECTION**  |
| **INDICATE, EVEN IF ALREADY MENTIONED, PROVEN KNOWLEDGE AND EXPERIENCE IN ONE OR MORE OF THE FOLLOWING AREAS, MENTIONED IN POINT 3.2 OF THE SELECTION NOTICE.** |
| **Areas of proven knowledge and experience** | **nature and description of tasks[[3]](#footnote-3)** | **Name and address of employer, institution or studies** | **From****(day, month, year)** | **To****(day, month, year)** |
| A good understanding of EU policies and working experience in the field of socio-economic development in particular in trade and private sector development; Experience in any of the following fields is an asset: monetary affairs, macro-financial assistance, experience with human capital development (education, employment, social protection and culture). |       |        |       |       |
| Very good understanding of the policies falling within the remit of DG NEAR.  |       |        |       |       |
| Accomplished interpersonal, decision-making and negotiating skills at high level and a very good capacity to communicate effectively and efficiently with all stakeholders inside and outside the Commission and to build trusted relationships with them;  |       |        |       |       |
| Ability to develop and communicate to all audiences a clear and relevant message and a positive image of the European institutions in general and the Commission in particular. |  |  |  |  |
| Experience in operating in a delicate geopolitical environment of political sensitivity, as well as in policy analysis, design and formulation, proven experience in representing the Commission (or Institution) vis-a-vis partner countries or other EU institutions; experience in knowledge management and capacity to build relations with relevant internal stakeholders (DG EAC, DG EMPL, etc.) and external stakeholders (European Training Foundation, World Bank, UN, etc.). |  |  |  |  |

9. **Information technology and office skills**

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| ***Tools*** | ***Word*** | ***Excel*** | ***Power point*** | ***Access*** | ***Frontpage*** | ***Outlook*** | ***Internet*** | ***Other*** |
| **Excellent** |   |   |   |   |   |   |   |   |
| **Very good** |   |   |   |   |   |   |   |   |
| **Good** |   |   |   |   |   |   |   |   |
| **Satisfactory** |   |   |   |   |   |   |   |   |
| **Basic** |   |   |   |   |   |   |   |   |

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| 10. | **Do you have a physical disability requiring special arrangements to be made at the tests?** |
|  | **Yes [ ]**  | **No [ ]**  |
|  | **If so, please give details and indicate the nature of the special arrangements you consider necessary**.      |

**DECLARATION**

I, the undersigned, declare that:

a) I am citizen of one of the Member States of the European Union.

b) I enjoy my full rights as a citizen

c) I have fulfilled any obligations imposed on me by the laws concerning military service.

d) I meet the character requirements for the duties involved

e) the information provided above and in the annexes is true and complete.

I am aware that i am expected to produce supporting documents confirming the information given in my application.

I am aware that any false statement may invalidate my application and/or, where appropriate, result in the cancellation of the contract, pursuant to Article 50 of the Conditions of Employment of other Servants of the European Union[[4]](#footnote-4).

(Date) (Name and signiture)

**ANNEX 1**

**REQUEST FOR REVIEW – APPEAL PROCEDURE –
COMplaint TO THE européAn OMBUDSMAN**

*Since the Staff Regulations apply to both the admission phase and the selection, please note that all the proceedings of the selection Committee are covered by the confidentiality rules laid down in Annex III of the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:*

* **Request for review**

Within 10 days **by email to: HR-2021\_NEAR\_ADVISER@ec.europa.eu**

(same email address used for applications)

DG NEAR will forward your request to the Chairman of the SelectionCommittee where it comes within the board's remit. You will be sent a reply as soon as possible.

* **Appeal**

You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. **One** single copy of the complaint should be sent in **one** of the following ways:

* **by e-mail**, preferably in .pdf format, to the functional mailbox or
* **by post**, to the office address
European Commission
HR.E.1 - L107 20/DCS
B-1049 Brussels or
* **handed in at the office address L107 20/DCS** from 09.00 to 12.00 and from 14.00 to 17.00.

The time limits for initiating these two types of procedure (see Staff Regulations as amended by

Council Regulation (EU) No 1416/2013 of 17 December 2013, published in the Official Journal of the European Union L 353 of 28 December 2013[[5]](#footnote-5)) begin as from the moment you are notified of the act allegedly prejudicing your interests.

You should note that the appointing authority does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless rules which govern the proceedings of selection committees have clearly been infringed.

* **Complaint to the European Ombudsman**

Like all citizens of the European Union, you can make a complaint to:

**European Ombudsman**

1 avenue du Président Robert Schuman

CS 30403

F - 67001 Strasbourg Cedex

<http://www.ombudsman.europa.eu/media/en/default.htm>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, **any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned**.

1. Where necessary enclose a job description, if you have one. [↑](#footnote-ref-1)
2. E.g. full-time, part-time, etc. [↑](#footnote-ref-2)
3. Where necessary enclose a job description, if you have one. [↑](#footnote-ref-3)
4. https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:en:PDF

 [↑](#footnote-ref-4)
5. https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:en:PDF [↑](#footnote-ref-5)