



European Health and Digital Executive Agency (HaDEA)  
*Established by the European Commission*

# A quick guide: How to apply on **EU CV ONLINE**



### Dear Candidate,

Thank you for your interest in the work of the European Health and Digital Executive Agency (HaDEA). To facilitate your application process, we invite you to read the information and follow the steps below.

Should you have any questions or concerns regarding the application process using the tool please do not hesitate to contact the IT support via available Contact form.

### How to create an account on EU CV ONLINE

HaDEA offers many interesting vacancies for competent jobseekers. To be able to apply for a vacancy at HaDEA, you must first create an EU CV Online account. If you already have an EU CV Online account, you can simply skip this part and go directly to the next step showing you **how to submit your application (See pages 8-9)**. The language options are EN, FR and DE, and you can choose your preferred language in the right corner of the page. There is no obligation to submit applications in English, however, applications sent in English will greatly facilitate the work of the Selection Committee.

### Create your account on EU CV Online

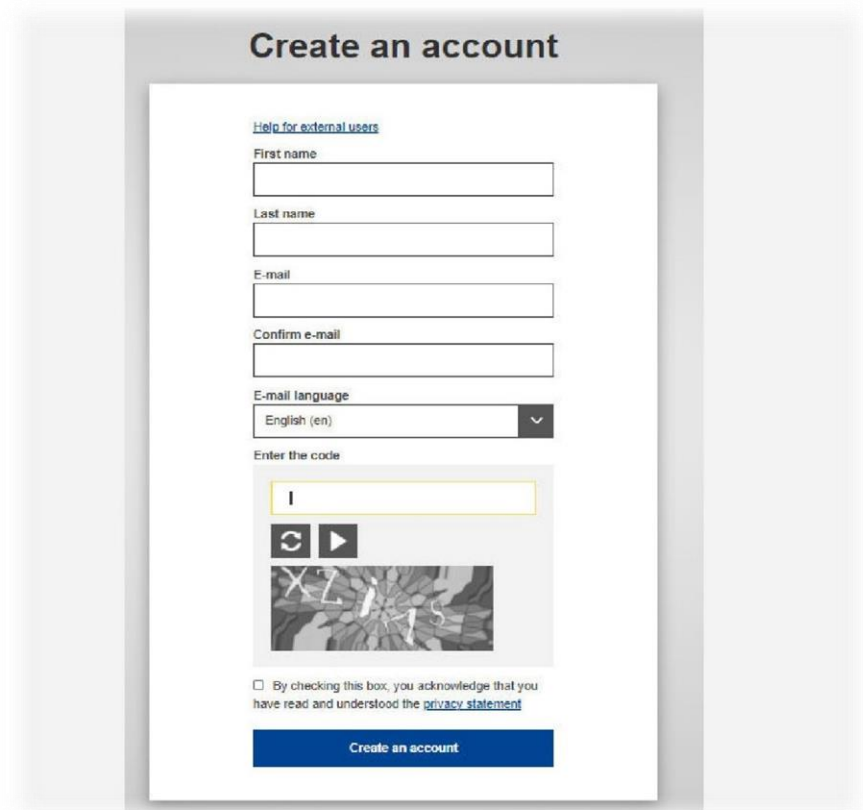
In order to access the vacancies posted on our website, you can regularly check **here: [Job opportunities \(europa.eu\)](https://europa.eu/job-opportunities)**.

Each Vacancy Notice includes a **"How to apply"** section, where you will find the link to EU CV Online platform. Once you reach EU CV Online, the following warning message will appear:

*"In order to use **EU CV Online**, you should first connect to **EU Login**. By clicking on the "Login" button, you will be redirected to EU Login. If you already have an EU Login access, it will be sufficient to identify yourself, and then you will be led to the welcome page of EU CV Online. If you do not yet have an EU Login access, you need to create one first by clicking on **"Create an account"**. You can then access EU CV Online to associate your **EU Login username** to your **EU CV online** account, if you have one."*

## How to create an EU Login access:

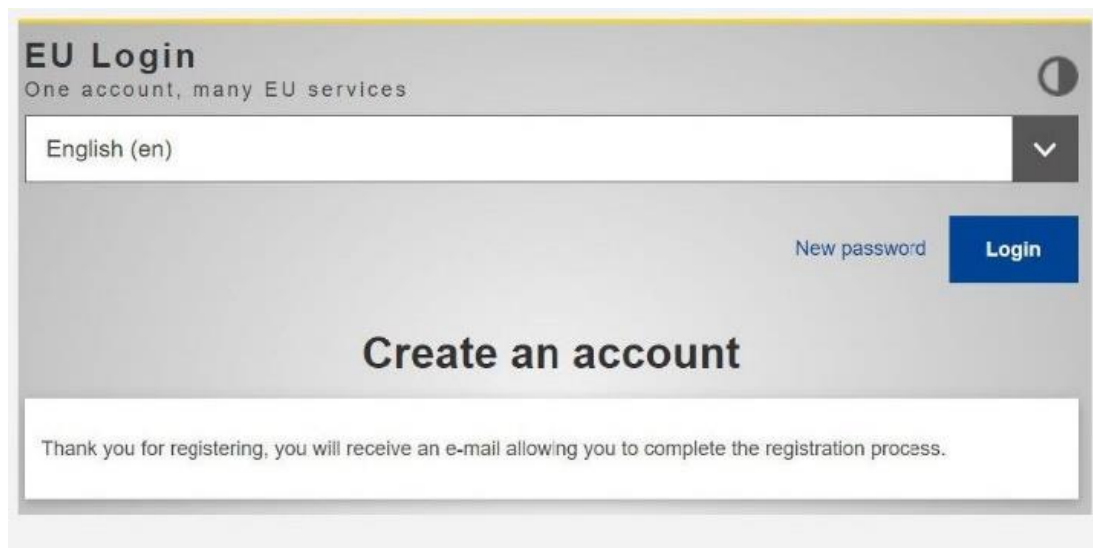
- 1) Fill in the fields and click on “Create an account”.



The screenshot shows a 'Create an account' form with the following fields and elements:

- Help for external users** (link)
- First name** (text input)
- Last name** (text input)
- E-mail** (text input)
- Confirm e-mail** (text input)
- E-mail language** (dropdown menu, currently set to 'English (en)')
- Enter the code** (text input, currently containing 'I')
- Refresh** (circular arrow icon) and **Next** (play button icon) buttons
- Captcha** (image with letters X, L, Z, I, S)
- ☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)
- Create an account** (blue button)

- 2) Once you successfully registered, this message will appear.



The screenshot shows the EU Login page with the following elements:

- EU Login** (header)
- One account, many EU services** (sub-header)
- English (en)** (language dropdown menu)
- New password** (link)
- Login** (blue button)
- Create an account** (large text)
- Thank you for registering, you will receive an e-mail allowing you to complete the registration process.** (message box)

3) You can then create your **EU CV Online** account.

## EU CV online - Apply for jobs with European Institutions and bodies

EU CV Online does not recognise an account linked to EU Login.  
If this is the first time you connect to EU CV Online, please click on the button "Create a new account" to create your account

Create a new account

4) Fill in all mandatory fields:

### Personal details

Surname at birth *	Date of birth *
Current surname *	Town/City of birth *
Forename *	Country of birth *
Street *	Sex *
117 characters remaining (117 maximum)	Telephone number 1 ?
Post code *	Telephone number 2 ?
Place *	Mobile telephone ?
Country *	Fax number ?
Nationality *	E-mail *
Other nationality	Personal web site
	Save

5) When inserting your telephone number, please note:

Town/City of birth \*

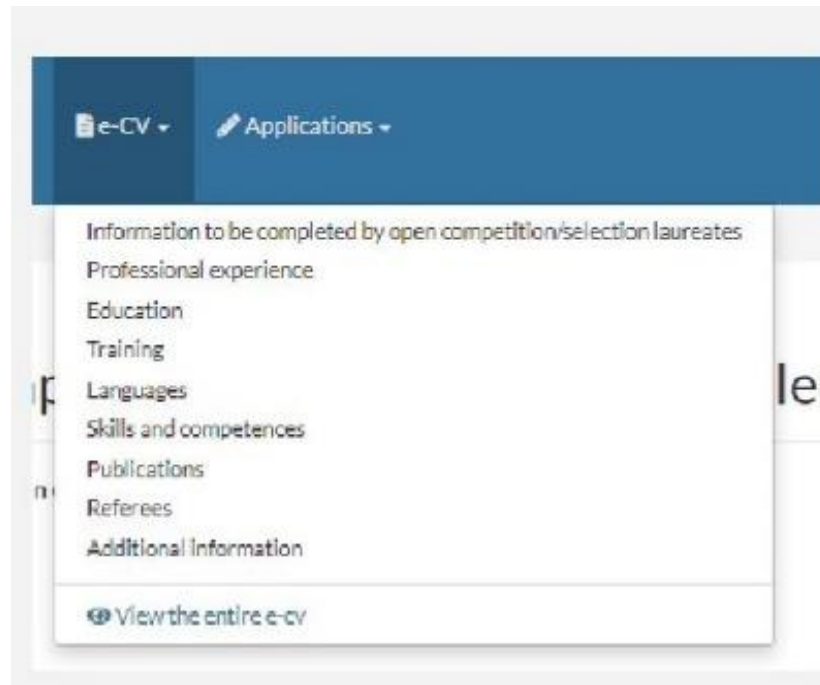
The format to input your telephone number is as following :  
(international country code - area code of the city OR the operator code) and then the telephone number.

Examples :

- France => (33-1) 23 45 67 89
- Belgium => (32-2) 123 45 67
- UK => (44 207) 1234567
- Luxembourg => (352) 12 34 56
- Spain => (34-91) 123 34 56

Telephone number 1 ?

6) If you are a new user and have not done so already, you will have to first complete your **electronic CV**. In order to do so, click on: **e-CV**.



7) Here, you can now fill in all the listed sub-sections.

Please note that, on the page "Information to be completed by open competition/selection laureates" you must fill in the section on the right side of the page to apply.

A screenshot of the 'Information to be completed by open competition/selection laureates' page in the EU CV Online system. The page has a header with the European Commission logo and navigation links. The main content area contains several sections. The first section asks 'Are you on a reserve list of laureates of a competition organised by EPSO or by a European Institution?' with 'Yes' selected. The second section asks 'Are you registered for the call for expressions of interest launched by EPSO to compile a database of candidates to be recruited as "contract staff"?' with 'No' selected. Below this is a text input field for 'The reference of the competition' containing 'EPSO/CAST/P/4/2017 - Project / programme management'. The third section asks 'Your application number (e.g. 9876) \*' with a blacked-out input field. A 'Save' button is at the bottom right. A red box highlights the 'No' radio button in the second section, with a red arrow pointing to it and the text 'Click "Yes", then "Save"'. The top navigation bar includes 'European Commission / Human Resources and Security DG / EU CV Online'.

Now fill in all remaining sub-sections:

### Professional experience

Date\*  to  ☒ Full time ☐ Part time ☐ Today

Economic sector\* ☐ European Institution (or Agency) ☐ International organization ☐ Public or semi-public administration ☐ Private sector

Employer\*

Country\*

Job\*

Field of activity(s)\*   
Choose one or more domains

Size of organisation\*

Management experience?\* ☒ No ☐ Yes

Main achievements\*   
2000 characters remaining (2000 maximum)

### Education

Date\*  to

Level of education\*

☒ Diploma obtained

Title of diploma\*

Field of activity(s)   
Choose one or more domains

Name of institution\*

Place\*

Country\*

### Training

Duration of training\*  Years  Months  days

Start year\*

Name of institution\*

Town/City\*

Country\*

Subject of training\*   
200 characters remaining (200 maximum)

### Languages

Language\*   
☐ Mother tongue

Speaking\*

Writing\*

Reading\*

Understanding\*

Translated\*

### Skills and competences

<b>Social skills and competences</b> <input type="text"/> <small>1000 characters remaining (1000 maximum)</small>	<b>IT skills and competences</b> <input type="text"/> <small>1000 characters remaining (1000 maximum)</small>
<b>Organisational skills and competences</b> <input type="text"/> <small>1000 characters remaining (1000 maximum)</small>	<b>Artistic skills and competences</b> <input type="text"/> <small>1000 characters remaining (1000 maximum)</small>
<b>Technical skills and competences</b> <input type="text"/> <small>1000 characters remaining (1000 maximum)</small>	<b>Other skills and competences</b> <input type="text"/> <small>1000 characters remaining (1000 maximum)</small>

[Save](#)

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### Publications

<b>Title of publication*</b> <input type="text"/> <small>500 characters remaining (500 maximum)</small>	<b>Date of publication*</b> <input type="text"/>
	<b>Name of publisher</b> <input type="text"/>
	<b>Publication's web address</b> <input type="text"/>

[Cancel](#) [Save](#)

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### Referees

<b>Referee's name*</b> <input type="text"/>	<b>Referee's e-mail address</b> <input type="text"/>
<b>Referee's surname*</b> <input type="text"/>	<b>Referee's telephone number?</b> <input type="text"/>
<b>Referee's job*</b> <input type="text"/>	<b>Referee's address</b> <input type="text"/> <small>500 characters remaining (500 maximum)</small>

[Cancel](#) [Save](#)

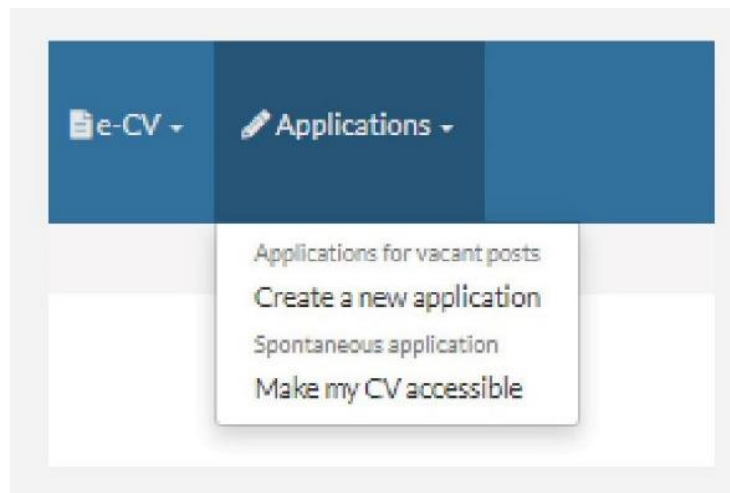
8) Once all sections are filled in, your e-CV is ready!



9) You may choose and apply to the call for expressions of interest of your choice. You are advised to fill out all relevant fields of the application. All **technical questions** concerning EU CV Online must be sent through the **contact page of EU CV Online**.

## How to apply for a call of expression of interest

10) Under **Applications** you can see the different options available to you:



11) Now you can select a call for expression of interest that you would like to apply for:

The image shows a screenshot of the EU CV Online interface, specifically the 'Choose a call' page. The page displays a table of available calls for expression of interest. The table has five columns: 'Apply', 'Reference number', 'Description', 'Date of publication', 'Closing date for registrations', and 'Full description'. There are four rows of data, each representing a different call for expression of interest.

Apply	Reference number	Description	Date of publication	Closing date for registrations	Full description
	SRB/AD/2021/004	Legal Expert Ref: SRB/AD/2021/004 Grade: AD4 Deadline: 19 April 2021 (midday, Brussels time) Place: Brussels, Belgium	19/03/2021	19/04/2021 (12:00)	
	SRB/AST/2021/002	ICT INFRASTRUCTURE ASSISTANT Ref: SRB/AST/2021/002 Grade: AST3 Deadline: 19 April 2021 (midday, Brussels time) Place: Brussels, Belgium	19/03/2021	19/04/2021 (12:00)	
	EIT/CA/2021/152	THE EUROPEAN INSTITUTE OF INNOVATION AND TECHNOLOGY (EIT) Contract Staff (M/P) Policy Support Officer Ref: EIT/CA/2021/152 Grade: PG IV Deadline for applications: 9 April 2021 Location: Budapest, Hungary More Information: <a href="http://eit.europa.eu/kolaborate/careers">http://eit.europa.eu/kolaborate/careers</a>	09/03/2021	09/04/2021 (13:00)	
	ELA/SNE/2021/02	Seconded National Expert - various profiles Ref: ELA/SNE/2021/02 Type: Seconded National Expert (SNE) Deadline for applications: 16 March 2021, 12:00 (midday Brussels time)	16/02/2021	30/03/2021 (12:00)	



### **Important:**

Please make sure that you submit your application **for the correct selection procedure**, as sometimes multiple calls for expression of interest are published within the same month or week. Pay attention that you thus submit your application for the correct selection procedure that you wish to apply for.

12) Once you have selected the correct call for expression of interest, you can complete the following steps:

Call for applications (search several calls)	Description	Date of publication	Closing date for registrations	Full description
ELA/SNE/2021/02	Seconded National Expert - various profiles Ref: ELA/SNE/2021/02 Type: Seconded National Expert (SNE) Deadline for applications: 16 March 2021, 12:00 (midday Brussels time)	16/02/2021	30/03/2021	

Letter of motivation :

8000 characters remaining (8000 maximum)

☐ I solemnly declare that the statements made in this application are truthful, complete and correspond to the supporting documents in my personal profile and am aware that any inaccurate, false or fraudulent statement may result in my exclusion from the competition at any stage.

Back Save

13) Now, your application can be submitted. Once done, this message will appear.

Applicant N° / Application N° [redacted] has been successfully created using the data in your e-CV. You can now update your application until the closing date without modifying the data in your e-CV.

Update your application 226862

Create another application

Update your e-CV

It is possible to modify your application until the deadline expires.

### **IMPORTANT:**

The Agency strongly advises not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

Under no circumstance will late applications be accepted.

It is the sole responsibility of each applicant to complete ALL relevant fields of the online application (including motivation letter that forms an essential basis for the pre-selection decision) and to send it before the deadline for submission. Any information or documentation provided after the deadline will unfortunately not be taken into account.

***We hope this information was useful and that it will help make the application process easier for you.***

Good luck and best regards,

HaDEA Talent Selection Team



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***"Boosting Europe by building, from earth to space, a healthy society, a digital economy and a competitive industry."***