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.
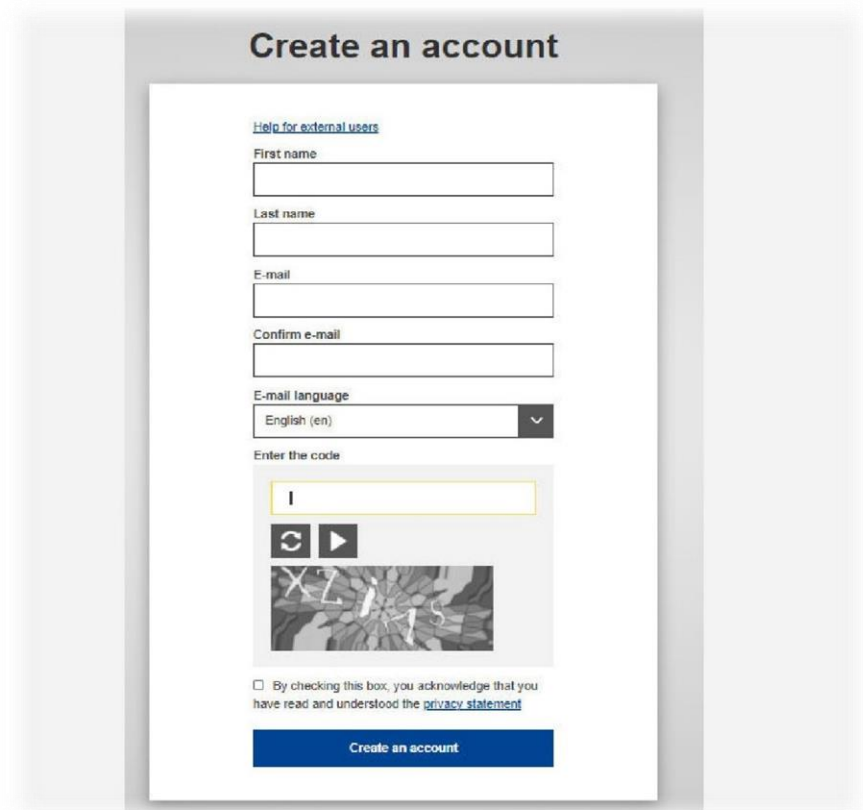
Create your account on EU CV Online

In order to access the vacancies posted on our website, you can regularly check **here: Job opportunities (europa.eu).**

 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."*
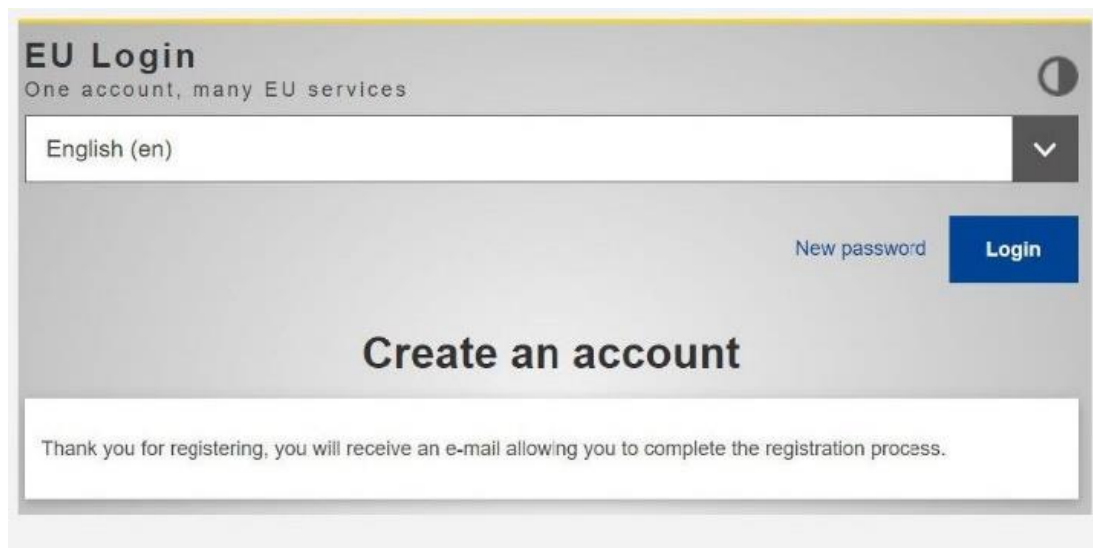
How to create an EU Login access:

1) Fill in the fields and click on "Create an account".

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

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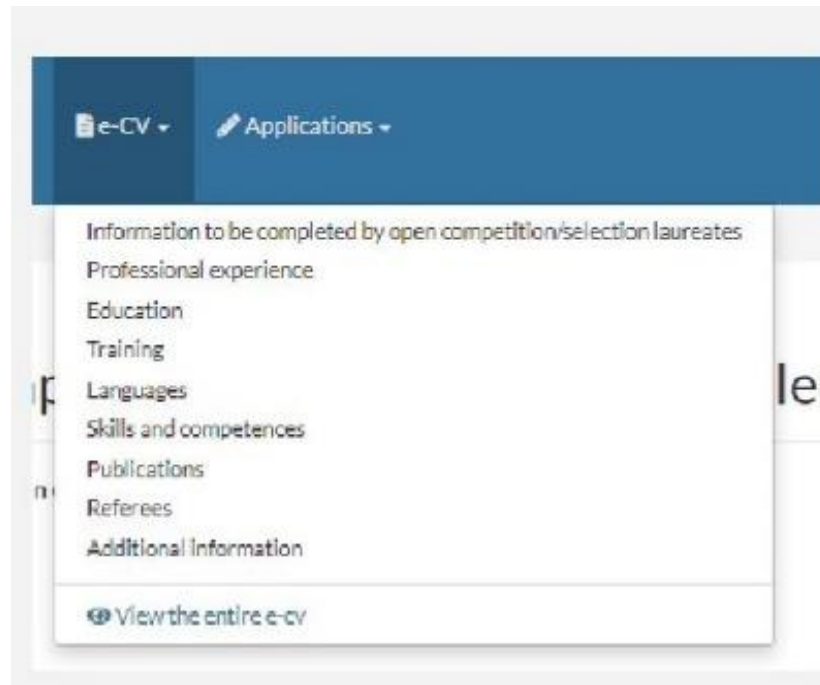
7) Here, you can now fill in all the listed sub-sections.

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.

Now fill in all remaining sub-sections:

Professional experience

Date *
[   ]   to   [   ]
◉ Full time   ○ Part time   ☐ Today

Economic sector *
○ European Institution (or Agency)
○ International organisation
○ 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)

[Cancel] [Save]

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 *
[▾]

[Cancel] [Save]

Training

Duration of training *
[▾] [▾] [   ]
Years   Months   days

Start year *
[▾]

Name of institution *
[   ]

Town/City *
[   ]

Country *
[▾]

Subject of training *
[   ]

200 characters remaining (200 maximum)

[Cancel] [Save]

Languages

Language *
[▾]

☐ Mother tongue

Speaking *
[▾]

Writing *
[▾]

Reading *
[▾]

Understanding *
[▾]

Translated *
[▾]

[Cancel] [Save]

Skills and competences

Social skills and competences

I

1000 characters remaining (1000 maximum)

Organisational skills and competences

1000 characters remaining (1000 maximum)

Technical skills and competences

1000 characters remaining (1000 maximum)

IT skills and competences

1000 characters remaining (1000 maximum)

Artistic skills and competences

1000 characters remaining (1000 maximum)

Other skills and competences

1000 characters remaining (1000 maximum)

Save

Publications

Title of publication*

Date of publication*

Name of publisher

Publication's web address

500 characters remaining (500 maximum)

Cancel   Save

Referees

Referee's name*

I

Referee's forename*

Referee's job*

Referee's e-mail address

Referee's telephone number ❓

Referee's address

500 characters remaining (500 maximum)

Cancel   Save

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

📄 e-CV ▾   ✏️ Applications ▾

✔ Information to be completed by open competition/selection laureates
✔ Professional experience
✔ Education
✔ Training
✔ Languages
✔ Skills and competences
✔ Publications
✔ Referees
✔ Additional information

👁 View the entire e-cv

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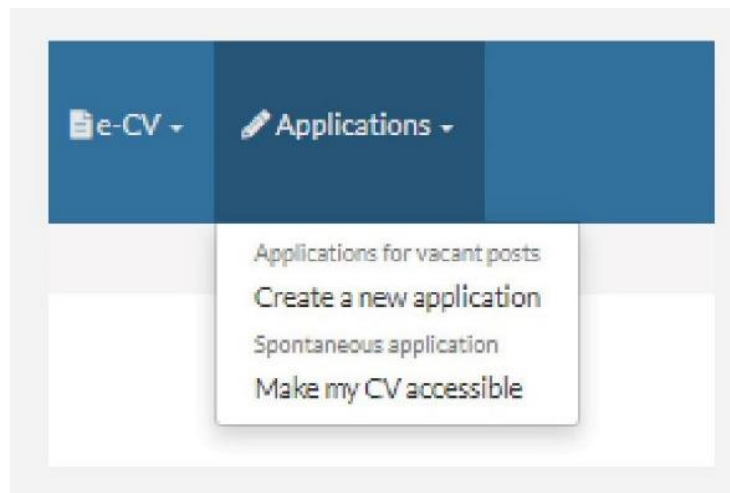
11) Now you can select a call for expression of interest that you would like to apply for:

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:

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

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."