

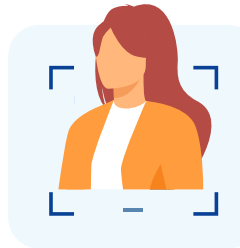
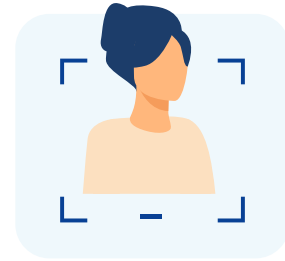
Application form

Administrative Assistant

Contract Agent, FGI

(Ref.: HaDEA-INTER/II/2023/5 Administrative assistant)

Before completing this Application Form, read carefully the vacancy notice (HaDEA-INTER/II/2023/5). Ensure that you fulfil the relevant eligibility and selection criteria as listed therein.



HOW TO APPLY

- 1** Complete this Application Form electronically and (preferably) in English. A free version of Adobe Reader to complete this form can be downloaded here: <https://www.adobe.com/acrobat/pdf-reader.html>
Please make sure to open the PDF in Adobe Acrobat (and not in your browser)
- 2** Save the completed Application Form as follows:
full current "*FAMILY NAME* - HaDEA- INTER-II-2023-5".
The application can only be taken into consideration if the form is SAVED – it should not be printed in PDF format nor scanned!
- 3** Send the completed Application Form to:
HADEA-TALENT-SELECTION@ec.europa.eu
by **12 June 2023 by 12.00 (midday) Brussels time**.
In the subject of the email, please mention:
"Application- HaDEA- INTER-II-2023-5- *FAMILY NAME*".

If the application form has been submitted successfully, candidates will receive a confirmation e-mail within two working days. Application forms received after the deadline, or any other additional documents attached to the Applications form, will not be taken into account. HaDEA cannot be held responsible for any delay due to, for example, heavy internet traffic or connection difficulties.

In the case of multiple submissions, only the latest application will be considered. Candidates are responsible for the information they provide and for ensuring that all the information is complete and correct before submitting the application. Candidates will not be able to make changes in the application after the deadline indicated above, however, they can retract the submitted application.

While completing this Application Form, please do not add "-" signs or other symbols to the text or comment boxes, nor a scan of your signature or other image.

Please make sure that the whole text of your answer is visible in the designated text box while respecting the maximum number of characters requested.

PERSONAL DETAILS

Name

Current/used surname

E-mail address

Phone number

Country of residence

GENERAL ELIGIBILITY CONDITIONS

1. Are you currently working as Contract agent FGII? Yes No

If yes, please give the name of your current institution

2. Have you served at least three years as contract agent 3(a) or 3(b) in one of the European Commission departments or services or in one of the Executive Agencies?

Yes No

If yes, which Commission Departments or services, and/or which executive agencies?

3. Have you successfully passed an EPSO CAST selection for that same Function Group, including the competency test? Yes No

If yes, please provide your candidate number

ESSENTIAL CRITERIA

1. Can you prove and demonstrate that you have at least 1 year of professional experience (i.e. Administrative assistant) performing the functions and duties described in the vacancy? Yes No

If yes, please indicate the start and end date of each occupation, name of employer, country of employment, whether it was full-time / part-time, remunerated or not; and demonstrate how did your experience during those occupations match the functions and duties as described in the VN. Free text max. 3000 characters

2. This position requires a very good oral and written command of English equivalent to C1 or higher level, do you confirm that you have reached this level?

Yes No

If yes, please explain how you developed your English linguistic skills (oral and written) to reach C1 or higher level and whether it was through professional activity or by training? Free text max. 500 characters

FURTHER ASSESSMENT BACKGROUND AND MOTIVATION

1. Explain/Describe your motivation to apply for the post of Administrative Assistant, highlighting the strengths and achievements that are relevant for the post. . Free text, max. 3000 characters

2. Can you prove and demonstrate that you have experience with the European Commission's administrative IT Tools?

Yes No

If yes, please describe which tools you actively used, for how long and for which purpose. Free text max. 1000 characters

3. Can you prove and demonstrate experience with basic invoice management?

Yes No

If yes, please describe how you acquired this experience and to which organisation it relates to. Free text max. 1000 characters

4. Do you have any relevant additional training and/or education in secretarial duties?

Yes No

If yes, please specify which training and/or education and how it could contribute to the current position. Free text max. 1000 characters

5. Can you prove and demonstrate that you have experience in customer care services/ positions?

Yes No

If yes, please describe the experience and indicate in which year it was achieved and how it could contribute to the current position. Free text max. 1000 characters

LANGUAGE SKILLS (OTHER THAN ENGLISH)

Mother tongue

Other languages

Language	Written expression: level	Oral expression: level

Please indicate your competence another EU language A1-A2, B1-B2, C1-C2 (for the levels of competence, cf. Common European Framework of Reference for Languages).

EDUCATION

Please indicate your educational background. Please indicate the award dates mentioned in your diplomas and/or certificates.

1.

Degree

Duration of the study in years

Field of degree

Name of degree

Institution at which degree was obtained

2.

Degree

Duration of the study in years

Field of degree

Name of degree

Institution at which degree was obtained

3.

Degree

Duration of the study in years

Field of degree

Name of degree

Institution at which degree was obtained

4.

Degree

Duration of the study in years

Field of degree

Name of degree

Institution at which degree was obtained

PROFESSIONAL EXPERIENCE

Please indicate up to five of your most relevant professional experiences in chronological order, starting from the most recent place of employment, the start and end dates of the respective employment contracts.

1.

Start date

End date

Employer+ Position+ full-time/part-time

2.

Start date

End date

Employer+ Position+ full-time/part-time

3.

Start date

End date

Employer+ Position+ full-time/part-time

4.

Start date

End date

Employer+ Position+ full-time/part-time

5.

Start date

End date

Employer+ Position+ full-time/part-time

6.

Start date

End date

Employer+ Position+ full-time/part-time

DECLARATION OF HONOUR

Having carefully read the Vacancy notice, I confirm that I fulfil requirements for the published post.

I declare that, to the best of my knowledge, the above information is correct and complete. Incorrect or inappropriate information given in the application or in the further process would result in the rejection of my candidacy.

I declare that I have completed the Application Form electronically, SAVED it in pdf format (and not printed nor scanned it), ensuring that I have correctly followed the instructions on page 1 of this Application Form.