

GUIDE FOR CANDIDATES IN SELECTION PROCEDURES ORGANISED BY THE EUROPEAN PARLIAMENT

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1. INTRODUCTION

What form does a selection procedure take?

A selection procedure consists of a series of stages in which candidates compete against one another; such procedures are open to all citizens of the European Union who satisfy the relevant criteria, give all candidates a fair opportunity to demonstrate their skills, and are intended to result in a selection which is based on merit and avoids any discrimination.

Successful candidates are placed on a list of suitable candidates, on which the European Parliament will draw in order to fill the post to which the recruitment notice applies.

For each selection procedure a selection committee is appointed, consisting of members representing the administration and the Staff Committee. The proceedings of the selection committee are confidential and are conducted in accordance with Annex III of the Staff Regulations of Officials.

Candidates may not under any circumstances approach the selection committee themselves, directly or indirectly. The Appointing authority reserves the right to disqualify any candidate who disregards this instruction.

The selection committee adheres strictly to the conditions for admission in the recruitment notice when deciding whether or not each candidate should be admitted to the competition. Candidates admitted to a previous competition or selection procedure will not automatically be eligible.

In order to select the best candidates, the Committee compares their performance with the aim of assessing their suitability to perform the duties described in the recruitment notice. This means that it must not only assess the candidates' knowledge but also identify the best qualified individuals on the basis of their merit.

Please note that selection procedures take between six and nine months, depending on the number of candidates.

2. THE VARIOUS STAGES OF THE SELECTION PROCEDURE

The selection procedure comprises the following stages:

- receipt of the applications, which must be complete,
- assessment of compliance with the general conditions,
- assessment of compliance with the specific conditions,
- assessment on the basis of qualifications (admission to compulsory tests),
- tests,
- list of suitable candidates.

Receipt of applications

Should you decide to apply, you must, on pain of disqualification, submit a complete application file, including the official application form, completed and signed and accompanied by all the required supporting documents showing that you meet the general and specific conditions stated in the recruitment notice, so that the selection committee can verify the accuracy of the information given. The application file must be sent by registered post (dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date appearing on the delivery form will be taken as the date of dispatch). Please see Section C in the recruitment notice for the address and closing date for applications.

Assessment of compliance with the general conditions

The Competitions and Selection Procedures Unit will check whether the application can be accepted: in other words, whether it has been submitted in the form and by the closing date indicated in the recruitment notice and whether it meets the general admission conditions.

Accordingly, candidates will automatically be eliminated if they:

- send their application after the closing date, as evidenced by the postmark,
- do not send their application form by registered post or by private courier,
- do not use and duly complete the official application form enclosed in this issue of the Official Journal,
- fail to sign the application form,
- do not meet the general conditions for admission.

Candidates will be individually informed after the closing date for applications if their application has been rejected.

A list of the candidates who meet the general conditions stated in the recruitment notice will be drawn up by the Appointing authority and forwarded to the selection committee with the application files.

Assessment of compliance with the specific conditions

The selection committee will consider the application files and draw up a list of candidates who meet the specific conditions set out in the recruitment notice. It will base its decisions exclusively on the information given on the application forms and substantiated by supporting documents.

Your application must give full details of your studies, training, professional experience and knowledge of languages, as follows:

- as regards your studies: the dates on which they began and ended and the nature of the diploma(s), as well as the subjects studied,
- as regards your professional experience: the dates on which it began and ended and the precise nature of the duties performed.

If you have published studies, articles, reports or any other texts relevant to the duties set out in the job description, you should indicate them on the application form.

Candidates who do not meet the specific conditions governing admission indicated in the recruitment notice will be eliminated at this stage.

You will be individually informed of the selection committee's decision on whether to admit you to the tests.

Assessment of qualifications

In order to select the candidates who are to be admitted to the tests, the Committee will assess the qualifications of the candidates admitted to the selection procedure. It will base its decisions exclusively on the information given on the application forms and substantiated by supporting documents (see Point 3 below). The Committee will base its work on criteria previously decided, taking account in particular of the qualifications indicated in Section B.2. of the recruitment notice.

You will be individually informed of the selection committee's decision on whether to admit you to the written test.

Tests

All the tests are compulsory. The maximum number of candidates admitted to the tests is indicated in Section B.2. of the recruitment notice.

List of suitable candidates

Only the maximum number of candidates indicated in Section B.5. of the recruitment notice will be placed on the list of suitable candidates.

3. HOW TO APPLY

General remarks

Before applying, you should check carefully whether:

you comply with all the admission conditions, both general and specific, which implies that you should first study the recruitment notice and this guide and accept their requirements.

Although recruitment notices do not lay down any age limit, you should note that the retirement age for staff is laid down in the Staff Regulations of Officials of the European Communities (http://europa.eu/epso/index_en.htm).

Candidates must use the official application form supplied with each recruitment notice. Only the application form which appears in the Official Journal, printed by the Publications Office of the European Union, will be regarded as official. For this reason, photocopies or any other copy of this document (obtained electronically, for instance) will not be accepted.

Documents sent after the indicated closing date will not be taken into account.

If you have a disability or your circumstances might cause difficulties during the tests (e.g. because you are pregnant or are breastfeeding, or because of health problems or medical treatment), you must indicate the fact on the application form and provide any relevant information so that the Administration can take all necessary measures where possible.

How should the complete application file be submitted?

1. Complete and sign the application form.
2. Enclose all the supporting documents required, which you should first number.
3. Enclose a list of all the supporting documents enclosed with your application, indicating the numbers you have assigned to them.
4. Submit the application in the way indicated in the recruitment notice and before the closing date stated there.

What supporting documents should be enclosed in the complete application file?

General remarks

Do not send the originals of the required documents: you need only send photocopies, which do not have to be authenticated. References to websites cannot be regarded as constituting documents for this purpose. Printouts of pages from websites are not regarded as certificates, although they may be enclosed purely to provide supplementary information.

Candidates' attention is drawn to the fact that successful candidates on the list of suitable candidates who are offered a job will be required to produce the originals of all necessary documents for verification before they can be recruited.

A curriculum vitae will not be regarded as a supporting document.

You may not refer to documents, application forms or any other documents already submitted in connection with previous applications.

Supporting documents indicating compliance with the general conditions

No document is required at this stage to show that applicants:

- are nationals of a European Union Member State,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on them by the laws on military service,
- can provide appropriate character references for performing the duties concerned.

Applicants must sign the application form. By doing so, they declare on their honour that they fulfil these conditions and that the information supplied is true and complete.

Supporting documents indicating compliance with the specific conditions and assessment of qualifications

Applicants must provide the selection committee with all the information and documents it needs in order to verify the accuracy of the information given in the application form.

Diplomas and/or certificates attesting the successful completion of studies

Applicants must supply photocopies of the diplomas or certificates attesting that they have completed studies of the level required by the recruitment notice.

The selection committee will take account of the different education systems which exist in the European Union Member States.

In the case of post-secondary diplomas, the most detailed possible information must be provided, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection committee can assess the relevance of the diplomas to the duties to be performed.

In the case of diplomas relating to technical or vocational training, further training or specialisation courses, applicants must indicate whether the course was full-time or part-time or consisted of evening classes, as well as what subjects were covered and the official duration of the courses.

Professional experience

Professional experience will be taken into account only if it has been obtained more recently than the required diploma or certificate. It is essential that the supporting documents should prove the duration and level of the professional experience and that the nature of the duties performed should be indicated in as much detail as possible, so that the selection committee can assess the relevance of your experience to the duties to be performed.

All such periods of work experience must be covered by the supporting documents, particularly:

- attestations from the former employers and the current employer certifying the professional experience required for admission to the selection procedure,
- if, for reasons of confidentiality, applicants cannot enclose the required evidence of professional experience, it is essential, as a substitute for that evidence, to enclose photocopies of the employment contract or letter of recruitment and/or the first salary statement, as well as, in every case, the most recent salary statement,
- where the work has not been performed on behalf of an employer (as a self-employed person, member of the liberal professions, etc.), invoices or order forms detailing the duties performed, or any other relevant official supporting document, will be accepted as evidence.

Knowledge of languages

Knowledge of the required languages must be confirmed by a diploma, a certificate or a declaration on the applicant's honour, to be made on a blank sheet of paper, explaining how the knowledge of the languages was acquired.

If, at any stage in the procedure, it is established that the information given in your application form and/or the supporting documents is incorrect, you will be disqualified.

4. COMMUNICATION

All correspondence concerning the selection procedure, including invitations to tests, will be sent to the address indicated on the application form.

In order to facilitate processing, any correspondence concerning an application must quote the name given in that application and the number of the selection procedure.

You will be invited to the tests by e-mail only. You are responsible for informing the selection committee secretariat of any change in your personal particulars.

In the interests of clarity and comprehension, all texts of a general nature, communications to or from candidates, invitations to the various tests and any correspondence between the Competitions and Selection Procedures Unit and candidates will be in English, French and German only. No correspondence will be exchanged with candidates in their main language.

In order to maintain the independence of the selection committee, candidates may not under any circumstances approach the selection committee themselves, directly or indirectly: if they do so, they may be disqualified. Any correspondence addressed to the selection committee and any request for information or other correspondence concerning the procedure must be addressed solely to the Competitions and Selection Procedures Unit.

The Competitions and Selection Procedures Unit is responsible for communicating with candidates until the completion of the selection procedure.

5. GENERAL INFORMATION

Equal opportunities

The European Parliament takes great care to avoid any form of discrimination during selection procedures.

It is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Requests from candidates for access to information concerning them

Candidates involved in selection procedures have the specific right of access to certain information concerning them directly and individually, as described below. The European Parliament may therefore supply the following supplementary information to a candidate on request:

- (a) Those candidates who are not successful in the written tests and/or who are not among those invited to the oral test may, on request, obtain a copy of their test papers as well as a copy of their personal evaluation sheet including the selection committee's remarks on their performance. All requests for copies must be made within one month of the date on which the letter notifying the decision to end the candidate's participation in the selection procedure was sent.
- (b) Those candidates invited to the oral tests but whose names do not appear on the list of suitable candidates will be informed of their results in the various tests only once the oral test has taken place and the list of suitable candidates has been drawn up by the selection committee. These candidates may also obtain a copy of their written tests in the same way as outlined under point (a).
- (c) Candidates on the list of suitable candidates will merely be informed that they are successful candidates in the selection procedure.
- (d) The tests of candidates who give up will not be marked.

Requests will be dealt with in accordance with the requirement for the proceedings to be secret, as laid down in the Staff Regulations (Annex III, Article 6) and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

Protection of personal data

The European Parliament, as the body responsible for organising selections, ensures that candidates' personal data is processed in strict compliance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data ⁽¹⁾, particularly as regards confidentiality and security.

Travel and subsistence expenses

A contribution will be made towards the travel and subsistence expenses of candidates invited to the tests. You will be given details of the procedure and the rates applicable in the letter inviting you to the tests.

The address indicated on the application form will be taken to be the place from which you set out to take the tests at the nearest test centre.

Organisational reasons dictate that no change of address will be accepted once the invitations to the tests have been sent out, except on grounds involving force majeure or unforeseeable circumstances, which you must duly set out in writing and which the European Parliament's Administration accepts as being wholly exceptional. In no event will any such change be permitted from 15 days before the date on which the tests take place.

⁽¹⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX I

Indicative guide to qualifications giving access to Category AD competitions (assessed on a case-by-case basis)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Bългария	Diplom za Visse Obrazovanie (Диплома за Висше Образование) Bakalavur (Бакалавър)/Magister (Магистър)	
Belgique- België	Licence – Licentiaat	
Ceská Republika	Diplom o ukončení vysokoškolského studia/Magistr	Diplom o ukončení Bakalářského studia
Danmark	Kandidatgrad	Bachelorgrad
Deutschland	Hochschulabschluss/Fachhochschulabschluss (8 Semester)/Master	Fachhochschulabschluss (6-7 Semester)/Bachelor
Eesti	Bakalaureusekraad (160 ainepunkti)/Magistrikraad	Bakalaureusekraad (< 160 ainepunkti)
Ελλάδα	Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)	
España	Licenciatura	Diplomado/Ingeniero técnico
France	Maîtrise/Master	Licence
Ireland	University degree (4 years)	Bachelor's degree
Italia	Laurea specialistica-LS/Laurea	Laurea-L(breve)
Κύπρος/Kibris	Πανεπιστημιακό Πτυχίο	
Latvija	Bakalaura diploms (160 kredīti)/Maģistra diploms	Bakalaura diploms (< 160 kredīti)
Lietuva	Bakalauras (160 kreditas)/Magistras	Bakalauras (< 160 kreditas)
Luxembourg		
Magyarország	Egyetemi Oklevél	Főiskola Oklevél
Malta	University degree (4 years)	Bachelor's degree
Nederland	Doctoraal examen/Master	Bachelor
Österreich	Universitätsdiplom/Fachhochschuldiplom (8 Semester)/Magister (tra)	Fachhochschuldiplom (6-7 Semester)/Bakkalaureus(rea)
Polska	Magister/Magister Inżynier	Licencjat/Inżynier
Portugal	Licenciatura	Bacharelato
România	Diplomă de Licență	
Slovenija	Univerzitetna diploma	

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Slovensko	Diplom o ukončení vysokoškolského štúdia/Magister	Diplom o ukončení Bakalárského štúdia
Suomi/Finland	Maisterin tutkinto – Magisterexamen/Ammattikorkea' koulututkinto - Yrkeshögskoleexamen (min 160 opinto' viikkoa – studieveckor)	Kandidaatin tutkinto – Kandidatexamen/Ammattikorkea' koulututkinto - Yrkeshögskoleexamen (min 120 opinto' viikkoa – studieveckor)
Sverige	Magisterexamen (Akademisk examen omfattande minst 160 poäng varav 80 fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera)	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)
United Kingdom	University degree (4 years)	Bachelor's degree

ANNEX II

Candidates who consider that a decision has adversely affected them may request a review of the decision, launch one of the appeals procedures or lodge a complaint with the European Ombudsman.

Requests for review

Any request for a review must be made by sending a letter explaining your reasons to:

European Parliament
Competitions Unit – PRE 04A010
Secretariat of the selection procedure
L-2929 Luxembourg.
Luxembourg

within 10 calendar days of the date postmarked on the letter informing you of the decision. A reply will be sent to you as soon as possible.

This option is only available at the stages when the decisions are taken on admission to the competition and admission to the compulsory tests.

Appeals

Candidates may appeal in the following ways:

- You can make a complaint pursuant to Article 90(2) of the Staff Regulations of Officials of the European Communities, which should be addressed to:

The Secretary-General
European Parliament
Bâtiment Konrad Adenauer
L-2929 Luxembourg
Luxembourg.

This option is available at all stages of the selection procedure.

- You may submit a judicial appeal to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg
LUXEMBOURG,

pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

This option is available only in relation to decisions taken by the selection committee.

In the case of administrative decisions denying admission to the selection procedure on the grounds that the application does not comply with the conditions for such admission, it is possible to appeal to the European Union Civil Service Tribunal only after having first lodged a complaint as described above.

Appeals to the European Union Civil Service Tribunal may be made only through a lawyer authorised to practise before a court of a Member State of the European Union or of the European Economic Area.

The time-limits laid down in Articles 90 and 91 of the Staff Regulations (see Council Regulation (EEC, Euratom, ECSC) No 259/68 ⁽¹⁾, amended several times, most recently by Regulation (EC, Euratom) No 723/2004 ⁽²⁾) which apply to these two types of appeal start to run either from the date of notification of the original decision adversely affecting you or, only in the case of a request for a review, from the date you are notified of the selection committee's original reply to the request.

Complaints to the European Ombudsman

Applicants, like any citizen of the European Union, can make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman – BP 403
F-67001 Strasbourg Cedex,
France

⁽¹⁾ OJ L 56, 4.3.1968, p. 1.

⁽²⁾ OJ L 124, 27.4.2004, p. 1.

pursuant to Article 195(1) of the EC Treaty and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties ⁽¹⁾.

You should note that complaints made to the Ombudsman have no suspensive effect on the time limit laid down in Article 91 of the Staff Regulations for lodging appeals with the European Union Civil Service Tribunal pursuant to Article 270 of the Treaty on the Functioning of the European Union.

⁽¹⁾ OJ L 113, 4.5.1994, p. 15.



EUROPEAN PARLIAMENT

Secretariat
Competitions and Selection Procedures Unit
2929 Luxembourg
LUXEMBOURG

RECRUITMENT NOTICE PE/124/S

APPLICATION FORM

(to be filled in using block letters and black ink)

ALL FIELDS MUST BE FILLED IN

1. SURNAME FORENAMES
.....

2. ADDRESS

(All correspondence will be sent to this address.
Please inform us immediately of any change of address.)

Tel.:
Home:

Street: N°: Work:

Postcode: Town: Country:

E-mail: @

3. DATE AND PLACE OF BIRTH:

4. SEX: Male: ☐ Female: ☐

5. CURRENT NATIONALITY (in the case of dual nationality, please give both):

6. KNOWLEDGE OF OFFICIAL EU LANGUAGES:

Main language:

Compulsory language for
the tests B.3.a), b) and c):

Other languages:

EN: FR: DE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. EDUCATION

A. Primary, secondary, advanced secondary or technical education			
Name and address of establishment (town and country)	Year of study		Certificates and/or diplomas obtained. State official length of course and main subjects.
	from	to (*)	
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B. Higher education			
Name and address of university or other establishment (town and country)	Year of study		Degree or diploma obtained. State official length of course and main subjects.
	from	to (*)	
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C. Postgraduate education			
Name and address of university or institute (town and country)	Year of study		Diploma or other qualification obtained.
	from	to (*)	
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(*) State the date (month and year) when the studies were completed and/or the qualification was obtained.

8. PROFESSIONAL EXPERIENCE (enclose numbered photocopies). Continue on separate sheet(s) if necessary.

Nature and description of duties	Name and address of employer	from D D/M M/Y Y	to D D/M M/Y Y	DURATION Y Y /M M/D D
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		□□ □□ □□	□□ □□ □□	□□ □□ □□

Professional experience in TOTAL:

□□ □□ □□
Y Y M M D D

9. Have you a physical disability or are you in specific circumstances (e.g. pregnant, breast-feeding, health problems, etc.) which might create problems in connection with the organisation of tests:

Yes ☐ No ☐

If yes, please give details (to enable the administration to make the necessary arrangements, if it can). Continue on separate sheet(s) if necessary:

.....

10. Name, address and telephone number of persons to be contacted should you not be available:

.....

.....

DECLARATION

1. I declare on my word of honour that the information provided in this application form and in the enclosures thereto is true and complete.
2. I further declare on my word of honour that:
 - a) I am a national of one of the Member States 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 also aware that my application will be rejected if I fail to submit photocopies of all supporting documents required to prove that I meet the conditions of eligibility (see point A.3 of the notice of competition).
4. I understand that the decisions of the selection board are based solely on the supporting documents provided by candidates with their application form and that no references to personal files will be accepted.
5. I hereby authorise/do not authorise (delete as appropriate) the European Parliament to publish my name on the list of suitable candidates which will be posted up on the notice boards in the European Parliament's buildings.

Date and signature:

Annexes: number

☐ ☐

DO NOT FORGET TO SIGN THIS FORM