The European Parliament has decided to organise a selection procedure based on qualifications and tests for the purpose of establishing a reserve list to fill two posts of

TEMPORARY STAFF MEMBER BUILDINGS ENGINEER (AD 5)

(female or male)

Before applying, please read carefully the Guide for Candidates attached to this recruitment notice. The guide is an integral part of the recruitment notice and will help you to understand the rules governing selection procedures and how to go about applying.

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ANNEX: GUIDE FOR CANDIDATES IN SELECTION PROCEDURES ORGANISED BY THE EUROPEAN PARLIAMENT
A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)

1. Introduction

The European Parliament has decided to open the procedure for filling two temporary posts of buildings engineer (*) (function group AD, grade 5) for Parliament’s Directorate-General for Infrastructure and Logistics — Infrastructure Directorate — Strasbourg Buildings Management and Maintenance Unit.

The contracts will be concluded on an open-ended basis. Recruitment will be at grade AD 5, first step, the basic salary for which is EUR 4 384.38 per month. This salary is subject to Community tax and the other deductions laid down in the Conditions of Employment of Other Servants of the European Union (CEOS) (1); it is exempt from national taxation. The successful candidates may, however, be recruited at a higher step, in accordance with their professional experience. Moreover, in certain circumstances allowances will be paid in addition to the basic salary.

The engagement of temporary staff is directed to securing for the institution the services of persons of the highest standard of ability, efficiency and integrity, recruited on the broadest possible geographical basis from among nationals of Member States of the Union. Temporary staff are selected without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation.

2. Job description

The buildings engineers will be based in Strasbourg (2), as part of the team responsible for the technical aspects of the court-ordered expert assessments being carried out on the buildings in Strasbourg, and, on the basis of the programmes drawn up and the priorities set by parliamentary bodies and their superiors, will be responsible for performing the following main tasks:

— providing technical and legal support to the Directorate-General for Infrastructure and Logistics (DG INLO), working closely with the Legal Service (LS) and the Directorate-General for Safety and Security (DG SAFE);

— assisting DG INLO and the LS with the task of understanding, analysing and drafting notes in the context of the expert assessments,

— playing an active part, as experts, in hearings, court processes and legal appraisals,

— ensuring that the technical measures taken are entirely consistent with the relevant legal provisions and the instructions given by the LS and its lawyers,

— coordinating all the work required to ensure that Parliament retains operating licences for the buildings. This will involve:

— carrying out the fire protection study in order to validate the safety measures needed to secure operating licences for the buildings,

— coordinating, as the client’s representative, the work of all the in-house and outside parties involved in drawing up fire safety management studies and analyses,

— assisting Parliament in its dealings with the competent administrative authorities, including by attending hearings before those authorities (of the Safety Commission, for example),

(*) Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.


(2) These posts may be transferred to one of Parliament’s other places of work.
— performing works required on the basis of the expert reports:

— advising DG INLO and the LS on the application of standards, the Consolidated Technical Documents (DTU) and the Technical Experimental Assessments (ATEX) relating to the analyses and resulting works,

— devising, drafting and preparing technical solutions linked to repairs and compliance with safety standards, for all the building trades and in the context of the application of fire safety rules,

— performing large-scale works involving all building trades (value: several million euros) concerning, in particular, the waterproofing of the building,

— preparing the budgets, technical and administrative files, specifications and contracts which Parliament requires in order to have building work carried out in accordance with the financial rules,

— drawing up and implementing multiannual buildings investment programmes, on the basis of the findings of the expert assessments,

— planning purchases of buildings and the construction of buildings and extensions to buildings on the basis of assessments of needs in terms of floor area, fixtures, equipment and reliability,

— designing building projects, overseeing all stages and all aspects of their implementation (technical, administrative, financial, budgetary) and taking part in technical and financial negotiations,

— managing and monitoring the design, construction, fitting-out and operation (upkeep, maintenance) of buildings,

— drafting budgets, technical and administrative files, specifications and contracts in their field of activities,

— coordinating works as representatives of the client,

— managing a small team,

— advising their superiors on all matters relating to their field of activities,

— organising and managing information and all documentation in their field of activities (inter alia using IT media).

The job calls for good analytical and reasoning skills, a flair for organisation and planning, thoroughness, initiative and the ability to work well with others, to communicate effectively and to supervise a team.

The duties involve frequent travel between Parliament’s places of work and frequent contact with people inside and outside Parliament.

3. Eligibility (profile required)

On the closing date for applications candidates must meet the following conditions:

(a) General conditions

Under Article 12 of the CEOS, you must:

— be a national of one of the European Union's Member States and enjoy full rights as a citizen,

— have fulfilled any obligations imposed on you by the laws on military service,

— produce the appropriate character references as to your suitability for the performance of the duties concerned.
(b) Specific conditions

(i) Qualifications and skills required

Candidates must have:

— a level of education which corresponds to completed university studies of at least three years’ duration attested by an officially recognised diploma in architecture or engineering in the buildings field,

or

— equivalent professional experience.

(ii) Professional experience required

No professional experience is required. Professional experience relevant to the duties to be performed would be an advantage, however.

(iii) Knowledge of languages

Candidates must have a thorough knowledge of one of the official languages of the European Union's (language 1) (Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish), and a very good knowledge of a second (language 2).

For practical reasons, a good command of French is required.

The selection committee will take knowledge of other official languages of the European Union into account.

Candidates are informed that the main language for this selection procedure, i.e. French, has been laid down in the interests of the service, which require new recruits to be immediately operational and capable of communicating effectively in their day-to-day work. Otherwise, the effective functioning of the institution might be severely impaired.

In keeping with the needs of the Strasbourg Buildings Management and Maintenance Unit when communicating with the outside world and dealing with documents, most of which are written in French, given the national legislation applicable and the place in which the building projects are carried out (Strasbourg), French is necessarily the main language used. Consequently, in balancing the interests and needs of the service and the abilities of candidates, and given the particular field of this selection procedure, it is legitimate to organise tests in that language so as to ensure that all candidates at least have a knowledge of French which enables them to understand the documents they will have to deal with in their work.

Assessing specific language competences in this way allows the European Parliament to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face in the job.

B. PROCEDURE

The procedure is based on qualifications and tests.

The authority empowered to conclude contracts of employment will draw up a list of candidates who have submitted their applications in accordance with the procedures specified and by the closing date and who meet the general conditions set out in Section A.3(a). This will be forwarded to the selection committee with the application files (for further details see the Guide for Candidates).

1. Admission to the selection procedure

The selection committee will consider the application files and draw up a list of candidates who meet the specific conditions set out in Section A.3(b) and will therefore be admitted to the procedure.

In its consideration of the application files, the selection committee will base its decisions solely on the information given on the application form which is substantiated by supporting documents enclosed with it (for further details see the Guide for Candidates).
2. Assessment of qualifications

On the basis of criteria laid down in advance, the selection committee will assess the qualifications of the candidates admitted to the selection procedure and draw up a list of the 12 best candidates, who will be admitted to the tests.

In assessing the candidates' qualifications, the selection committee will take particular account of:

— practical experience of the obligations and responsibilities of the various parties involved in construction projects, namely:
  — the owner,
  — the client,
  — the project management,

— practical experience of the various technical fields with which the unit deals, namely:
  — carcass (structure, façades, waterproofing),
  — finishing,
  — heating, air conditioning and ventilation,
  — sanitary facilities,
  — lifts,
  — electrical equipment (high and low voltage),
  — IT, security installations, centralised building management systems,

— practical experience of various fields relating to the construction sector, namely:
  — energy management of buildings,
  — environmental management and sustainable use of buildings,
  — coordination of health and safety precautions,
  — quality and environmental certification,

— professional experience in the following areas:
  — organising, managing and supervising building and renovation projects,
  — planning construction and renovation works,
  — estimating the likely costs of construction and verifying actual costs (cost control),
  — managing the administrative and legal aspects of contracts (contract administration),
  — experience of public contract award procedures.

Marking: 0 to 20 points.
3. Tests

To assess the candidates’ ability to perform the duties described in Section A.2, the following tests will be held:

Written test

(a) Drafting test in French based on a set of documents, to test the ability of candidates to perform the duties described in Section A.2 and their drafting skills.

Time allowed: 3 hours.

Marking: 0 to 40 points (pass mark: 20).

Oral tests

(b) Interview with the selection committee in French to assess, taking account of all the information contained in the candidates’ application files, their suitability to perform the duties described in Section A.2 (‘Job description’). The selection committee will test candidates’ knowledge of their language 2 and may decide to test their knowledge of other languages as stated on the application form.

Time allowed: 45 minutes.

Marking: 0 to 40 points (pass mark: 20).

(c) Group discussion in French to enable the selection committee to assess candidates’ adaptability, negotiating and decision-making skills and performance in a group.

The selection committee will determine the duration of this test on the basis of the ultimate composition of the groups.

Marking: 0 to 20 points (pass mark: 10).

Candidates’ attention is drawn to the fact that the tests will be held either all on one day or on two consecutive days.

4. List of suitable candidates

The list of suitable candidates will contain, in order of merit, the names of the six candidates who have obtained the highest overall scores in the course of the procedure as a whole (assessment of qualifications and tests), on condition that they have obtained at least 50 % of the total points available and have passed each test.

Candidates will be informed individually of their results, and the list of suitable candidates will be posted on the official noticeboards in Parliament’s buildings.

The period of validity of the list of suitable candidates will expire on 31 December 2018, unless it is extended. If it is extended, the candidates whose names have been included on the list will be informed in good time.

Those candidates on the list to whom a post is offered will in due course be required to produce the originals of all necessary documents, in particular their diplomas and their employment certificates, for verification.

C. APPLICATIONS

Candidates must use either the original or a copy of the official application form, in English, French or German, supplied with the recruitment notice and printed in the Official Journal by the Publications Office of the European Union.

Candidates are asked to read the Guide for Candidates carefully before completing their application forms.

Closing date for applications
The application form and photocopies of documents must be sent, by registered post only (¹), by 8 October 2015 at the latest (as evidenced by the postmark), to the following address:

EUROPEAN PARLIAMENT
Competitions and Selection Procedures Unit
Selection procedure PE/186/S
(this selection procedure reference number must be quoted)
MON 04 S 010
Rue Wiertz/Wiertzstraat 60
1047 Bruxelles/Brussel
Belgium

Applications sent by ordinary post or through the internal mail will not be considered. The Competitions and Selection Procedures Unit will not accept applications which are submitted in person.

Acknowledgement of receipt of application files will be given only if an item dispatched by registered post is accompanied by an advice of delivery form.

Please DO NOT TELEPHONE to ask about the timetable for the procedure.

If you have not received an email concerning your application by 31 December 2015, you should send a fax (+32 22831717) or write an email (PE-186-S@ep.europa.eu) or a letter to the Competitions and Selection Procedures Unit.

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(¹) Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date of handing-in to the courier company as shown on the delivery form will be taken as the date of dispatch.
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Guide for candidates in selection procedures organised by the European Parliament

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1. INTRODUCTION

What form does a selection procedure take?

Selection procedures consist of a series of stages in which candidates (*) compete against one another. They are open to all citizens of the European Union who, on the deadline for submission of applications, meet the relevant criteria. They give all candidates a fair opportunity to demonstrate their skills, with a view to discrimination-free selection based on merit.

Successful candidates in a selection procedure 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 to the Staff Regulations of Officials (1).

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

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

In order to select the best candidates, the selection committee compares the candidates’ 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 STAGES IN A SELECTION PROCEDURE

A selection procedure comprises the following stages:

— receipt of applications,
— assessment of compliance with the general conditions,
— assessment of compliance with the specific conditions,
— where appropriate, assessment of qualifications,
— tests,
— list of suitable candidates.

Receipt of application files

Should you decide to apply, you must submit a complete application file, including the application form specific to the recruitment notice, completed and signed and accompanied by all the requisite supporting documents showing that you meet the general and specific conditions set out in the recruitment notice. Failure to do so will result in your exclusion from the competition. The application file must be sent only by registered post (2) by the date specified in the recruitment notice. The address and closing date for applications are given in Section C of the recruitment notice.

Applications sent by ordinary post or through the internal mail will not be considered. The Competitions and Selection Procedures Unit will not accept applications which are submitted in person.

(*) Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.


(2) Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date of handing-in to the courier company as shown on the delivery form will be taken as the date of dispatch.
Acknowledgement of receipt of application files will be given only if an item dispatched by registered post is accompanied by an advice of delivery form.

**Assessment of compliance with the general conditions**

The Competitions and Selection Procedures Unit will check applications in order to determine whether they are admissible, i.e. whether they have been submitted in accordance with the procedures and by the closing date specified in the recruitment notice and whether each candidate meets the general eligibility conditions.

Candidates will therefore be **automatically eliminated** if they:

— send their application after the closing date, as evidenced by the postmark or by the delivery form of a private courier company, or

— do not send their application form by registered post or by private courier company, or

— do not use the official application form specific to the recruitment notice, or

— do not complete the official application form specific to the recruitment notice, or

— fail to sign the application form, or

— do not meet the general eligibility conditions.

**After the closing date for applications**, candidates will be individually informed if their application has been rejected.

A list of the candidates who meet the general conditions set out 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 **solely** on the information given on the application forms and **substantiated by supporting documents enclosed with it**.

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

— as regards your studies: the dates on which they began and ended and the nature of the diploma(s) obtained, as well as the subjects studied,

— as regards your professional experience: the dates on which the periods of experience began and ended and the precise nature of the duties performed.

Candidates who have published studies, articles, reports or any other texts relevant to the duties set out in the job description should mention these on the application form.

Candidates who do not meet the specific eligibility conditions set out in the recruitment notice will be eliminated at this stage.

The selection committee will inform all candidates by post of its decision concerning their admission/non-admission to the procedure.

**Assessment of qualifications**

In order to select the candidates who will be invited to take part in the tests, the selection committee will assess the qualifications of those admitted to the selection procedure (see paragraph above). It will base its decisions **solely** on the information given on the application form and **substantiated by supporting documents enclosed with it** (see Section 3 below). The selection committee will base its work on criteria which it has laid down in advance, taking account in particular of the qualifications specified in Section B.2 of the recruitment notice.
The selection committee will inform all candidates by post of its decision concerning their admission/non-admission to the tests.

**Tests**

All the tests are compulsory and eliminatory. The maximum number of candidates who can be admitted to the tests is specified in Section B.2 of the recruitment notice.

For organisational reasons, candidates may be invited to all the written and oral tests. However, the tests will be marked in the order in which they appear in the recruitment notice. Consequently, if a candidate does not achieve the minimum mark required in one of the eliminatory tests, the selection committee will not mark the subsequent tests.

The tests of candidates who give up will not be marked.

**List of suitable candidates**

The maximum number of candidates who may be included on the list of suitable candidates is laid down in Section B.4 of the recruitment notice.

The inclusion of your name on the list of suitable candidates means that you may be called for interview by one of Parliament’s departments, but it does not constitute either a right to, or a guarantee of, recruitment.

3. **HOW TO APPLY**

**General points**

Before applying, you should check carefully whether you meet all the eligibility conditions, both general and specific. To that end, you should first read the recruitment notice and this guide and take due note of the relevant requirements.

Although recruitment notices do not specify an age limit, you should note that the retirement age for staff is laid down in the Staff Regulations of Officials of the European Union.

Candidates are required to complete the application form (original or copy) which is specific to the recruitment notice and contained in this Official Journal published by the Publications Office of the European Union.

Candidates admitted to a previous selection procedure will not automatically be eligible.

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

If you have a disability or if your circumstances are such that they might cause difficulties during the tests (e.g. because you are pregnant or are breastfeeding, or because you have health problems or are undergoing medical treatment), you must state that fact on the application form and provide any relevant information so that the Administration can take appropriate measures, where possible. If appropriate, please enclose with your application form a separate sheet giving details of any arrangements which you consider necessary to help you take the tests.

**How should the complete application file be submitted?**

1. Complete and sign the application form (original or copy) specific to the recruitment notice for the selection procedure concerned.

2. Include a numbered list of all the supporting documents enclosed with your application.

3. Enclose all the supporting documents required, which you should first number.

4. Send the application file exactly as specified in the recruitment notice and before the closing date given therein.

**What supporting documents should be enclosed with the application file?**

**General points**

Do not send the originals of the documents required: you need only send photocopies, which do not have to be authenticated. References to websites will not be regarded as constituting supporting documents. Printouts of pages from websites will not be regarded as certificates, although they may be enclosed purely to provide additional information.
Your 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 the documents required before they can be recruited.

**A curriculum vitae (CV) will not be regarded as a supporting document.**

You may not refer to application forms or any other documents already submitted in connection with previous applications (1).

None of the documents submitted with the application will be returned to you.

**Supporting documents demonstrating compliance with the general conditions**

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

— are a national of an European Union Member State,

— enjoy full rights as a citizen,

— have fulfilled any obligations imposed on you by the laws on military service, and

— can provide appropriate character references for performing the duties concerned.

**You must sign the application form.** By doing so, you declare on your honour that you meet these conditions and that the information supplied is true and complete.

**Supporting documents demonstrating compliance with the specific conditions and assessment of qualifications**

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

**Diplomas and/or certificates attesting successful completion of studies**

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

The selection committee will take account of the different education systems 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, candidates must state whether the course was full-time or part-time or consisted of evening classes, as well as the subjects 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. The supporting documents must prove the duration and level of the professional experience, and the nature of the duties performed must be described 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 supporting documents, for example:

— statements from former employers and your current employer certifying that you possess the professional experience required for admission to the selection procedure,

— if, for reasons of confidentiality, you 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 and the most recent salary statements,

(1) These conditions apply to all candidates, including officials and other servants of the European Union.
— where the work has not been performed on behalf of an employer (as a self-employed person, member of the liberal professions, etc.), invoices detailing the services provided 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 your honour, to be made on a separate sheet of paper, explaining how that knowledge was acquired.

If, at any stage in the procedure, it is established that the information given in your application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the recruitment notice are not met, you will be disqualified.

4. COMMUNICATION

It is your responsibility to make sure that your application form (original or copy), duly completed and signed and accompanied by all the supporting documents, is sent by registered post (1) by the required deadline, as evidenced by the postmark.

It is your responsibility to send a letter, fax or email to the Competitions and Selection Procedures Unit (2) if you do not receive, by email, a letter concerning your application by the date given in the last paragraph of the recruitment notice.

Any correspondence from a candidate concerning an application must quote the name given in that application and the number of the selection procedure.

All correspondence sent by the European Parliament concerning a selection procedure, including invitations to tests, will be sent by email to the address given on the application form. You are responsible for checking your email account regularly (at least twice a week) and for notifying the Competitions and Selection Procedures Unit of any change in your particulars.

All communications concerning the selection procedure should be sent by email to the following mailbox:

PE-186-S@ep.europa.eu

If you are no longer in a position to check your email account, it is your responsibility to inform the Competitions and Selection Procedures Unit immediately and to provide a new electronic address.

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 or German. There will be no correspondence in a candidate’s main language (language 1).

In order to safeguard the independence of the selection committee, candidates may not under any circumstances approach the selection committee themselves, either directly or indirectly; if they do so, they may be disqualified.

Any correspondence for consideration by 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 (3), which will deal with all communications with candidates throughout the competition until it has been completed.

5. GENERAL INFORMATION

Equal opportunities

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

(1) Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date of handing-in to the courier company as shown on the delivery form will be taken as the date of dispatch.

(2) Address: Parlement Européen, Unité concours — MON 04 S 010, Procédure de sélection PE/186/S, rue Wiertz/Wiertzstraat 60, 1047 Bruxelles/Brussel, BELGIQUE/BELGIÉ.
Fax: +32 22831717. Email: PE-186-S@ep.europa.eu

(3) Address: Parlement Européen, Unité concours — MON 04 S 010, Procédure de sélection PE/186/S, rue Wiertz/Wiertzstraat 60, 1047 Bruxelles/Brussel, BELGIQUE/BELGIÉ.
Fax: +32 22831717. Email: PE-186-S@ep.europa.eu
It is an equal-opportunities employer and accepts applications without discrimination on any grounds 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 in selection procedures are entitled to be given certain information which specifically concerns them, as described below. The European Parliament may therefore supply the following additional 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 copies of their test papers as well as a copy of their personal evaluation sheet setting out the selection committee’s remarks on their performance. All requests must be made within one month of the date on which the letter notifying a candidate of the decision ending his/her participation in the selection procedure was sent;

(b) candidates who are 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 list of suitable candidates has been drawn up by the selection committee. These candidates may also obtain copies of their written tests in the same way as outlined under point (a);

(c) successful candidates will be informed only that they have been included on the list of suitable candidates.

Requests will be dealt with in accordance with the requirement for the work of the selection committee to be secret, as laid down in the Staff Regulations of Officials of the European Union (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 are 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 (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 arrangements for this and the rates applicable in the letter inviting you to the tests.

The address given on the application form will be considered to be the place from which you depart to attend the tests to which you have been invited. A change of address notified after the European Parliament has sent the invitations to the tests will not be taken into consideration, unless Parliament considers that the circumstances invoked amount to force majeure or are wholly exceptional.

## ANNEX I

**Indicative guide to qualifications giving access to function group AD competitions (1)** (to be assessed on a case-by-case basis)

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>University course of at least four years' duration</th>
<th>University course of at least three years' duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgique — België — Belgien</td>
<td>Licence/Licentiaat/Diplôme d’études approfondies (DEA)/Diplôme d’études spécialisées (DES)/Diplôme d’études supérieures spécialisées (DESS)/Gediplomeerde in de Voortgezette Studies (GVS)/Gediplomeerde in de Gespecialiseerde Studies (GGS)/Gediplomeerde in de Aanvullende Studies (GAS) Agrégation de l’enseignement secondaire supérieur (AESS)/Agregation de l'enseignement secondaire supérieur (AESS)/Aggregaat Ingenieur industriel/Industrieel ingenieur/Master — 60/120 ECTS/Master complémentaire — 60 ECTS ou plus Agrégation de l'enseignement secondaire supérieur (AESS) — 30 ECTS Doctorat/Doctoraal Diploma</td>
<td>Bachelor académique (dit 'de transition') — 180 ECTS Academisch gerichte Bachelor — 180 ECTS</td>
</tr>
<tr>
<td>България</td>
<td>Диплома за висше образование Бакалавър — 240 ECTS/Магистър — 300 ECTS/Доктор Магистър след Бакалавър — 60 ECTS/Магистър след Професионален бакалавър по … — 120 ECTS</td>
<td>Diplom o ukončení vysokoškolského studia/Magistr/Doktor</td>
</tr>
<tr>
<td>Česká republika</td>
<td>Diplom o ukončení vysokoškolského studia/Magistr/Doktor</td>
<td>Diplom o ukončení bakalářského studia (Bakalář)</td>
</tr>
<tr>
<td>Danmark</td>
<td>Kandidatgrad/candidatus/master/magistergrad (mag.art)/licentiatgrad/ph.d.-grad</td>
<td>Bachelorgrad (BA eller BS)/professionsbachelorgrad/diplomingeniør</td>
</tr>
<tr>
<td>Deutschland</td>
<td>Master (alle Hochschulen)/Diplom (Univ.)/Magister/Staatsexamen/Doktorgrad</td>
<td>Bachelor/Fachhochschulabschluss (FH)/Staatsexamen (Regelstudienzeit 3 Jahre)</td>
</tr>
<tr>
<td>Eesti</td>
<td>Rakenduskõrghariduse diplom/Bakalaureusekraad (160 ainepuniiki)/Magistrikraad/Arstikraad/Hambaarstikraad/Loomaarstikraad/Filosofiafikraad/Doktorikraad (120–160 ainepuniikti)</td>
<td>Bakalaureusekraad (min 120 ainepuniiki)/Bakalaureusekraad (&lt; 160 ainepuniiki)</td>
</tr>
<tr>
<td>Êire/Ireland</td>
<td>Céim Onórách Bhaisiléara (4 bliana/240 ECTS) Honours Bachelor Degree (4 years/240 ECTS)/Céim Ollscoile University Degree/Céim Mháistir (60-120 ECTS) Master’s Degree (60-120 ECTS)/Céim Dochtúra Doctorate</td>
<td>Céim Onórách Bhaisiléara (3 bliana/180 ECTS) (BA, B.Sc, B. Eng) Honours Bachelor Degree (3 years/180 ECTS) (BA, B.Sc, B. Eng)</td>
</tr>
<tr>
<td>Ελλάδα</td>
<td>Πτυχίο (ΑΕΙ πανεπιστημίων, πολυτεχνείου, ΤΕΙ υποχρεωτικής τετραετούς διάρκειας) 4 χρόνια (1ος κύκλος) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)</td>
<td></td>
</tr>
<tr>
<td>España</td>
<td>Licenciado/Ingeniero/Arquitecto/Graduado/Máster Universitario/Doctor</td>
<td>Diplomado/Ingeniero técnico Arquitecto técnico/Maestro</td>
</tr>
</tbody>
</table>

(1) Access to grades 7 to 16 of function group AD is subject to the further condition of having acquired at least one year's relevant professional experience.
<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>University course of at least four years' duration</th>
<th>University course of at least three years' duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>Maîtrise/MST (maîtrise des sciences et techniques)/MSG (maîtrise des sciences de gestion)</td>
<td>Licence</td>
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<td>DEST (diplôme d'études supérieures techniques)/DRT (diplôme de recherche technologique)</td>
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<td>DESS (diplôme d'études supérieures spécialisées)/DEA (diplôme d'études approfondies)</td>
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<td>Master 1/Master 2 professionnel/Master 2 recherche</td>
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<td></td>
<td>Diplôme des grandes écoles/Diplôme d'ingénieur/Doctorat</td>
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<tr>
<td>Italia</td>
<td>Diploma di Laurea (DL) — da 4 a 6 anni/Laurea specialistica (LS)/Laurea magistrale (LM)/Master universitario di primo livello/Master universitario di secondo livello/Diploma di Specializzazione (DS)/Dottorato di ricerca (DR)</td>
<td>Diploma universitario (3 anni)/Diploma di Scuola diretta a fini speciali (3 anni)/Laurea — L180 crediti</td>
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<tr>
<td>COUNTRY</td>
<td>University course of at least four years' duration</td>
<td>University course of at least three years' duration</td>
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<td>România</td>
<td>Diplomă de Licenţă/Diplomă de inginer/Diplomă de urbanist/Diplomă de Master/Diplomă de Studii Aprofundate/Certificat de atestare (studii academice postuniversitare)/Diplomă de doctor</td>
<td>Diplomă de Licenţă</td>
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<tr>
<td>Slovenija</td>
<td>Univerzitetna diploma/Magisterij/Specializacija/Doktorat</td>
<td>Diploma o pridobljeni visoki strokovni izobrazbi</td>
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<tr>
<td>Slovensko</td>
<td>diplom o ukončení vysokoškolského štúdia/bakalár (Bc.)/magister (Mgr)/inžinier (Ing)/ArtD</td>
<td>diplom o ukončení bakalárského štúdia (bakalár)</td>
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<tr>
<td>Suomi/Finnland</td>
<td>Maisterin tutkinto — Magister-examen Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min 160 opintoviikkoa — studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen/Licensiaatti/Licentiat</td>
<td>Kandidaatin tutkinto — Kandidatexamen/ Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min 120 opintoviikkoa — studieveckor)</td>
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<tr>
<td>Sverige</td>
<td>Magisterexamen (akademisk examen omfattande minst 160 poäng varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera)/Licentiatexamen/Doktorsexamen Meriter på avancerad nivå: Magisterexamen, 1 år, 60 högskolepoäng/Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: Licentiatexamen, 2 år, 120 högskolepoäng/Doktorsexamen, 4 år, 240 högskolepoäng</td>
<td>Kandidatexamen (akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)</td>
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<tr>
<td>United Kingdom</td>
<td>Honours Bachelor degree/Master’s degree (MA, MB, MEng, MPhil, MSc)/Doctorate</td>
<td>(Honours) Bachelor degree</td>
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Diplomas obtained outside the European Union must, on the closing date for applications, have been validated by a competent national authority of a Member State.
REQUESTS FOR REVIEW — APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Candidates who consider that a decision has adversely affected them may request a review of the decision, launch an appeal procedure or lodge a complaint with the European Ombudsman (1).

Requests for review

You can submit a request for a review, giving your reasons:

— either by email to the mailbox for the procedure: PE-186-S@ep.europa.eu
— or by fax, to the following number: +32 228 31717

within 10 calendar days of the date on which the Competitions and Selection Procedures Unit sent the email informing you of the decision in question.

A reply will be sent to you as soon as possible.

This option is available only at the following stages: admission to the competition and admission to the written and oral tests.

Appeals

— You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union (2), which should be addressed to:

M. le Secrétaire général
Parlement européen
Bât. Konrad Adenauer
2929 Luxembourg
LUXEMBOURG

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

Your attention is drawn to the wide discretion enjoyed by selection committees, whose decisions are independently arrived at and cannot be changed by the appointing authority. The selection committee’s decisions are subject to review only in the event of a clear violation of the rules governing their work. In that event, a decision by a selection committee may be challenged directly in the European Union Civil Service Tribunal without a complaint having first been lodged under Article 90(2) of the Staff Regulations of Officials of the European Union.

— You may submit an appeal to the:

European Union Civil Service Tribunal
2925 Luxembourg
LUXEMBOURG

under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Union.

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

(1) Reviews, appeals or complaints to the European Ombudsman will not interrupt the work of the selection committee.
In the case of administrative decisions denying admission to the selection procedure on the grounds that the application does not meet the eligibility criteria referred to in Section B.1 of the notice, 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 of Officials of the European Union 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 on which you are notified of the selection committee’s original reply to the request.

Complaints to the European Ombudsman

Any European Union citizen can make a complaint to the European Ombudsman:

European Ombudsman
1, avenue du Président Robert Schuman — BP 403
67001 Strasbourg CEDEX
FRANCE

under Article 228(1) of the Treaty on the Functioning of the European Union 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 of Officials of the European Union for lodging appeals with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union.

EUROPEAN PARLIAMENT
Secretariat
Competitions and
Selection Procedures Unit
1047 Brussels

RECRUITMENT NOTICE PE/186/S
APPLICATION FORM
(to be filled in using block letters and black ink)
ALL FIELDS MUST BE FILLED IN

1. SURNAME ................................................................. FORENAME(S) .................................................................

2. ADDRESS
   (Please notify us immediately of any change of address.)
   Street: ................................................................. No: .......
   Postcode: ...................... Town/city: ................................................................. Country: .................................................................
   Telephone number: Work: ................................................................. Home: .................................................................
   Email address (all correspondence will be sent to this address):
   ..............................................................................................................

3. DATE AND PLACE OF BIRTH: .................................................................

4. SEX:  Male [ ]  Female [ ]

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

5. KNOWLEDGE OF OFFICIAL EUROPEAN UNION LANGUAGES (*):

   Language 1: [ ]  Language 2: [ ]  Mandatory language for the tests: FR
   Other languages: [ ][ ][ ]

(*) bg = Bulgarian / hr = Croatian / cs = Czech / da = Danish / nl = Dutch / en = English / et = Estonian / fi = Finnish / fr = French / de =
   German / el = Greek / hu = Hungarian / ga = Irish / it = Italian / lv = Latvian / lt = Lithuanian / mt = Maltese / pl = Polish / pt =
   Portuguese / ro = Romanian / sk = Slovak / sl = Slovene / es = Spanish / sv = Swedish
7. EDUCATION

A. Primary, secondary, advanced secondary or technical education

<table>
<thead>
<tr>
<th>Name and address of establishment (town/city and country)</th>
<th>Years of study</th>
<th>Certificates and/or diplomas obtained. State official length of course and main subjects</th>
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B. Higher education

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<thead>
<tr>
<th>Name and address of university or other establishment (town/city and country)</th>
<th>Years of study</th>
<th>Degree or diploma obtained. State official length of course and main subjects</th>
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C. Postgraduate education

<table>
<thead>
<tr>
<th>Name and address of university or institute (town/city and country)</th>
<th>Years of study</th>
<th>Diploma or other qualification obtained</th>
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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.

<table>
<thead>
<tr>
<th>Nature and description of duties</th>
<th>Name and address of employer</th>
<th>from D D / M M / Y Y</th>
<th>to D D / M M / Y Y</th>
<th>DURATION Y Y / M M / D D</th>
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Professional experience in TOTAL:
9. Do you have physical disability or are your specific circumstances (e.g. pregnant, breast-feeding, health problems, etc.) such as to create problems in connection with the organisation of the tests:

☐ Yes ☐ No

If yes, please give details (to enable the Administration to make the necessary arrangements, where possible). Continue on separate sheet(s) if necessary:

........................................................................................................................................
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10. Names, addresses and telephone numbers of persons to be contacted should you not be available:

........................................................................................................................................
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DECLARATION

1. I declare on my honour that the information provided in this application form and in the documents enclosed with it is true and complete.

2. I further declare on my 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 with the application form, within the deadline, photocopies of all supporting documents required to prove that I meet the conditions of eligibility (see Section A.3 of the recruitment notice).

4. I understand that the decisions of the selection committee are based solely on the supporting documents provided by candidates with their application forms and that no references to personnel 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 on the noticeboards in its buildings.

Date and signature: ......................................................................................................

Enclosures: number ☐ ☐

DO NOT FORGET TO SIGN THE FORM!
PARLEMENT EUROPÉEN
Secrétariat
Unité « Concours et procédures de sélection »
1047 Bruxelles

AVIS DE RECRUTEMENT PE/186/S
ACTE DE CANDIDATURE
(à remplir à l’encre noire en caractères d’imprimerie)

TOUS LES CHAMPS DOIVENT ÊTRE REMPLIS

1. NOM ................................................................. PRÉNOM(S) .................................................................

2. ADRESSE
(Veuillez nous informer immédiatement de tout changement d’adresse.)
Rue: ................................................................. N°: ..............................
Code postal: .................................. Localité: ................................................................. Pays: .................................................................
Numéro de téléphone: Bureau: .................................. Privé: .................................................................
Adresse électronique (toute correspondance vous sera envoyée à cette adresse):
........................................................................................................

3. DATE ET LIEU DE NAISSANCE: .................................................................

4. SEXE: Masculin □ Féminin □

5. NATIONALITÉ ACTUELLE (en cas de double nationalité, indiquez les deux):
........................................................................................................

5. CONNAISSANCES DES LANGUES OFFICIELLES DE L’UNION EUROPÉENNE (*):

<table>
<thead>
<tr>
<th>Langue 1</th>
<th>Langue 2</th>
<th>Langue obligatoire pour les épreuves</th>
<th>Autres langues</th>
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(*) BG = bulgare / CS = tchèque / DA = danois / DE = allemand / EL = grec / EN = anglais / ES = espagnol / ET = estonien / FI = finnois / FR = français / GA = irlandais / HR = croate / HU = hongrois / IT = italien / LT = lituanien / LV = letton / MT = maltais / NL = néerlandais / PL = polonais / PT = portugais / RO = roumain / SK = slovaque / SL = slovène / SV = suédois
### 7. ÉTUDES

#### A. Études primaires, secondaires, moyennes ou techniques

<table>
<thead>
<tr>
<th>Nom et adresse de l'établissement (ville, pays)</th>
<th>Périodes d'études</th>
<th>Certificats ou diplômes obtenus. Indiquez la durée officielle du cycle et les matières principales</th>
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#### B. Études supérieures ou universitaires

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<tr>
<th>Nom et adresse de l'université ou de l'établissement (ville, pays)</th>
<th>Périodes d'études</th>
<th>Diplômes ou titres obtenus. Indiquez la durée officielle du cycle et les matières principales</th>
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#### C. Études postuniversitaires

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<th>Nom et adresse de l'université ou de l'institut (ville, pays)</th>
<th>Périodes d'études</th>
<th>Diplômes ou titres obtenus</th>
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(*) Précisez la date (mois, année) de fin d'études et/ou d'obtention du diplôme ou du certificat.
8. EXPÉRIENCE PROFESSIONNELLE (joindre les photocopies numérotées). Employez des feuilles supplémentaires si nécessaire.

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TOTAL Expérience professionnelle:
9. Avez-vous un handicap physique ou vous trouvez-vous dans une situation particulière (par exemple grossesse, allaitement, état de santé, etc.) qui pourrait poser des difficultés lors du déroulement des épreuves?

Oui □       Non □

Si oui, donnez des précisions (afin de permettre à l’administration de prendre, si possible, les mesures nécessaires). Employez des feuilles supplémentaires si nécessaire:

10. Nom, adresse et numéro de téléphone de personnes à contacter en cas d’absence:

|………………………………………………………………………………………………………………………………………………………………………………………………………………|

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**DÉCLARATION SUR L'HONNEUR**

1. Je soussigné(e) déclare sur l'honneur que les indications portées au présent acte de candidature et à ses annexes sont véridiques et complètes.

2. Je déclare également sur l’honneur:
   a) être ressortissant(e) d’un des États membres et y jouir des droits civiques;
   b) me trouver en position régulière au regard des lois de recrutement qui me sont applicables en matière militaire;
   c) réunir les garanties de moralité requises pour l’exercice des fonctions envisagées.

3. Je suis conscient(e) qu’il est indispensable pour la recevabilité de ma candidature que je présente, avec mon acte de candidature, dans le délai imparti, toutes les pièces justificatives nécessaires à prouver que je remplis les conditions d’admission requises (voir titre A.3 de l’avis de recrutement).

4. Je suis conscient(e) que le comité de sélection se base exclusivement sur les pièces justificatives fournies par les candidats avec l’acte de candidature pour prendre ses décisions et qu’aucune référence au dossier personnel ne sera acceptée.

5. J’autorise/Je n’autorise pas (biffez la mention inutile) le Parlement européen à faire figurer mon nom sur la liste d’aptitude qui sera affichée sur les panneaux d’information des bâtiments du Parlement européen.

---

Date et signature: ……………………………………………………………………………………………………………………………

Annexes: nombre  U U

**NE PAS OUBLIER DE SIGNER!**
EUROPÄISCHES PARLAMENT
Sekretariat
Referat Auswahl- und Ausleseverfahren
1047 Brüssel
BELGIEN

STELLENAUSSCHREIBUNG PE/186/S
BEWERBUNGSFRAGEBOGEN
(mit schwarzer Tinte in Druckbuchstaben auszufüllen)
ALLE FELDER MÜSSEN AUSGEFÜLLT WERDEN.

1. NAME VORNAME(N)

2. ANSCHRIFT
(Teilen Sie uns bitte jede Änderung der Anschrift unverzüglich mit.)
Straße: ................................................................. Nr.: ......
Postleitzahl: ................. Stadt: ........................................ Land: ....................................................
Telefonnummer: Privat: ........................................ Arbeitsplatz: ........................................
E-Mail-Adresse (Der gesamte Schriftverkehr wird an diese Adresse gerichtet.):

3. GEBURTSDATUM UND GEBURTSORT: .................................................................

4. GESCHLECHT: männlich ☐ weiblich ☐

5. DERZEITIGE STAATSANGEHÖRIGKEIT (Bei doppelter Staatsangehörigkeit sind beide anzugeben.):

6. KENNTNISSE DER AMTSSPRACHEN DER EUROPÄISCHEN UNION (*):

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<th>Weitere Sprachen:</th>
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(*) BG = Bulgarisch/ES = Spanisch/CS = Tschechisch/DA = Dänisch/DE = Deutsch/ET = Estnisch/EL = Griechisch/EN = Englisch/
FR = Französisch/GA = Irisch/HR = Kroatisch/ IT = Italienisch/LV = Lettisch/LT = Litauisch/HU = Ungarisch/MT = Maltesisch/
NL = Niederländisch/PL = Polnisch/PT = Portugiesisch/RO = Rumänisch/SK = Slowakisch/SL = Slowenisch/FI = Finnisch/
SV = Schwedisch
### 7. AUSBILDUNG

#### A. Grundschule, weiterführende Schulen, mittlere Reife oder Fachschule

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<tr>
<th>Name und Adresse der Lehreinrichtung (Stadt/Land)</th>
<th>Schul- bzw. Ausbildungsjahr</th>
<th>Erworbenes Zeugnis und Diplom (mit Angabe der offiziellen Ausbildungsduauer und der Hauptfächer)</th>
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#### B. Hochschulstudium

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<th>Erworbenes Diplom und akademische Titel (mit Angabe der Regelstudienzeit und der Fachrichtung)</th>
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#### C. Aufbaustudium

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(*) Angaben des Ausbildungsabschlusses und/oder der Erlangung des Diploms oder Zeugnisses mit Datum (Monat und Jahr).
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SUMME Berufserfahrung:
9. Haben Sie eine körperliche Behinderung oder befinden Sie sich in einer besonderen Situation (zum Beispiel, Schwangerschaft, Stilzeit, gesundheitliche Probleme etc.), die Ihnen die Teilnahme an den Prüfungen erschweren könnte?

Ja ☐ Nein ☐

Wenn ja, machen Sie bitte nähere Angaben (um der Verwaltung Gelegenheit zu geben, entsprechende Vorkehrungen zu treffen). Erforderlichenfalls sind zusätzliche Blätter zu verwenden:


10. Name, Anschrift und Telefonnummer der bei Abwesenheit zu benachrichtigenden Personen:


---

**EHRENWÖRTLICHE ERKLÄRUNG**

1. Ich, der (die) Unterzeichnete erkläre ehrenwörtlich, dass die Angaben und Anlagen in diesem Bewerbungsfragebogen wahrheitsgetreu und vollständig sind.

2. Ich erkläre weiterhin ehrenwörtlich, dass:
   a) ich Staatsangehörige(r) eines Mitgliedstaats bin und die bürgerlichen Ehrenrechte besitze;
   b) ich meinen Verpflichtungen aus den für mich geltenden Wehrgesetzen nachgekommen bin;
   c) ich den für die Ausübung der angestrebten Tätigkeit notwendigen sittlichen Anforderungen genüge.


4. Ich weiß, dass der Auswahlausschuss sich bei seinen Beschlüssen ausschließlich auf die von den Bewerbern mit dem Bewerbungsfragebogen eingereichten Belege stützt und dass keine Unterlagen, die sich in der Personalakte befinden, akzeptiert werden.

5. Ich bin damit einverstanden/Ich bin nicht damit einverstanden (Nichtzutreffendes bitte streichen), dass das Europäische Parlament meinen Namen auf die Eignungsliste setzt, die an den Anschlagtafeln in den Gebäuden des Europäischen Parlaments veröffentlicht wird.

Datum und Unterschrift: .................................................................

Anlagen: Insgesamt  ☐ ☐

**BITTE VERGESSEN SIE NICHT ZU UNTERSCHREIBEN!**