

**APPLICATION FORM FOR EMPLOYMENT AS
OFFICIAL OR OTHER SERVANT**

Please fill out this form in capital letters

Please provide 3 recent
colour passport
photographs

MANDATORY

1. Surname :	Usual forename :
<hr/>	
Maiden name, where applicable :	Other forenames :
<hr/>	
2. Address for correspondence : <hr/>	
<hr/>	
3. Permanent address (if different from point 2) : <hr/>	
<hr/>	
4. Country and place of birth : <hr/>	Date of birth : <hr/>
5. Present nationality (if dual, indicate both) : <hr/>	Nationality at birth : <hr/>
<hr/>	
6. Identity card or passport number: <hr/>	End date of validity of identity card or passport: <hr/>
<hr/>	

FOR ADMINISTRATION USE ONLY

Personnel number:

DG/Service:

Starting date:

End date of contract:

Statut:		FG		Grade
Official under probation period	<input type="checkbox"/>	AD	<input type="checkbox"/>	<input type="checkbox"/>
Temporary agent	<input type="checkbox"/>	AST	<input type="checkbox"/>	<input type="checkbox"/>
Contract agent	<input type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>
		II	<input type="checkbox"/>	<input type="checkbox"/>
		III	<input type="checkbox"/>	<input type="checkbox"/>
		IV	<input type="checkbox"/>	<input type="checkbox"/>

7. Home telephone number : _____

Work telephone number : _____

Other contact number : _____

E-mail address: _____

8. Sex (put a cross in the appropriate box) :

MALE

FEMALE

☐☐

Marital status (put a cross in the appropriate box) :

SINGLE

MARRIED

WIDOWED

DIVORCED

SEPARATED

☐☐☐☐☐

9. If you have any dependants, please provide the following details:

Surname, forename	Age	Relationship

10. Are you (or your husband/wife) receiving any dependant child allowance ? YES

☐

NO

☐

11. Do you have to carry out compulsory military or civil service NO

☐

YES

☐

Exempt

☐

If yes, from: _____ to : _____

12. Are any of your relatives by blood or marriage employed by the services of the European Commission or EEAS ?

YES

☐

NO

☐

If yes, please state surname, forename, relationship and position held:

13. Have you been successful in any European Union competitions ?

YES

☐

NO

☐

Have you been successful in any other European Union selection procedures ?

YES

☐

NO

☐

If yes, state which ? _____

14. Education: please provide details in chronological order of all educational establishments attended from primary school onwards, (lower secondary, higher secondary, further education, higher or university education) even if a degree or certificate was not obtained. Attach additional sheets if necessary. Concerning post-secondary education, please also mention intermediate diplomas (i.e. DEUG, Candidature, Vordiplom).

A. Primary, Secondary Education, Technical Education.					
Name and location of establishment	Years of study		Diploma obtained?		Certificate or degree obtained
	from	to	yes	no	

B. Higher education (except University Education)					
Name and location of establishment	Years of study		Diploma obtained?		Certificate or degree obtained
	from	to	yes	no	

C. University Education					
Name and location of establishment	Years of study		Diploma obtained?		Certificate or degree obtained
	from	to	yes	no	

15. Previous employment: please indicate, starting with your most recent post, the posts you have held in reverse chronological order. Use one box for each post, mentioning any interruptions of contract (for instance several periods of work for the same interim agency with interruptions of more than one week),
Add additional sheets if necessary.

1. Present or most recent employment

Starting date			Ending date		
Year	Month	Day	Year	Month	Day

Part-time work (percentage)
(Full-time = 100%)

Name and address of employer:

Period of notice required:

Duties (fonction title):

Reasons for leaving or wanting to leave:

Nature of work:

2.

Starting date			Ending date		
Year	Month	Day	Year	Month	Day

Name and address of employer:

Duties (fonction title):

Nature of work:

Part-time work (percentage)
(Full-time = 100%)

3.

Starting date			Ending date		
Year	Month	Day	Year	Month	Day

Name and address of employer:

Duties (fonction title):

Nature of work:

Part-time work (percentage)
(Full-time = 100%)

4.

Starting date			Ending date		
Year	Month	Day	Year	Month	Day

Name and address of employer:

Duties (fonction title):

Nature of work:

Part-time work (percentage)
(Full-time = 100%)

5.

Starting date			Ending date		
Year	Month	Day	Year	Month	Day

Name and address of employer:

Duties (fonction title):

Nature of work:

Part-time work (percentage)
(Full-time = 100%)

16. Language skills:

Mother tongue : _____

Other languages : _____

APPLICANT'S DECLARATION

1. I, the undersigned, declare that the information provided in this application form and its enclosures is correct and complete.
2. I declare that:
 - i) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;
 - ii) I have fulfilled any obligation imposed on me by the laws concerning military service;
 - iii) I can produce appropriate character references to prove my suitability for the performance of the envisaged duties.
3. Upon request I will provide supporting documents concerning the three points i), ii) and iii) above promptly and I recognise that, if I do not provide these documents, my application will not be considered.
4. I am aware that the following supporting documents are essential for the admissibility of my application form:
 - documents proving the date of birth, nationality and residence,
 - diplomas or certificates of studies at the level required,
 - employer references, work certificates, or employment contracts and the last pay slips.
5. I declare that I have not been subject of a penal or disciplinary condemnation (public services or professional bodies) and that I am not the subject of disciplinary or criminal proceedings.

I am aware that any false declaration may result in the cancellation of my application or, if necessary, compulsory resignation in accordance with Article 49 of the Staff regulations or the termination of the employment under Article 50 of the CEOS.

Date

Signature