



EUROPEAN COMMISSION
Joint Research Centre

APPLICATION FORM
SELECTION OF TEMPORARY AGENTS

Selection No.	COM/TA/JRC/ITU01/2012
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YOU MUST FILL IN THE APPLICATION FORM IN ITS ENTIRETY
FAILURE TO DO THIS MAY RESULT IN YOUR APPLICATION BEING REJECTED.

1. LAST NAME MAIDEN NAME (IF APPLICABLE) FIRST NAME

2. ADDRESS
(PLEASE ADVISE OF ANY CHANGES AS SOON AS POSSIBLE)

E-MAIL

TEL. HOME

MOBILE TEL.

3. PLACE AND COUNTRY OF BIRTH: DATE OF BIRTH (DD/MM/YY) NATIONALITY

4. GENDER M F

5. KNOWLEDGE OF LANGUAGES

FIRST LANGUAGE

LANGUAGES	C2	C1	B2	B1	A2	A1

Proficient User	C 2	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
	C 1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
Independent User	B 2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
	B 1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
Basic User	A 2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
	A 1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

http://www.coe.int/T/DG4/Portfolio/?M=/main_pages/levels.html

6. EDUCATION

PLEASE PROVIDE DETAILS OF ALL EDUCATIONAL ESTABLISHMENTS ATTENDED FROM SECONDARY SCHOOL ONWARDS (LOWER SECONDARY, HIGHER SECONDARY, FURTHER EDUCATION, INCLUDING TECHNICAL OR PROFESSIONAL TRAINING, HIGHER OR UNIVERSITY EDUCATION). CONCERNING POST-SECONDARY EDUCATION PLEASE ALSO MENTION INTERMEDIATE DIPLOMAS (I.E. DEUG, CANDIDATURE, VORDIPLOM).

PLEASE INDICATE WHETHER THE DIPLOMA(S) YOU OBTAINED CORRESPOND TO A COMPLETE CYCLE IN YOUR COUNTRY.

A. SECONDARY, TECHNICAL, PROFESSIONAL AND HIGHER (NON-UNIVERSITY) EDUCATION (PLEASE COMPLETE THIS SECTION ONLY WHEN YOU APPLY FOR A SELECTION FOR FUNCTION GROUP AST)

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

B. UNIVERSITY EDUCATION

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

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C. GENERAL, SPECIALIST AND FURTHER TRAINING

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

7. PROFESSIONAL EXPERIENCE

INDICATE, IN CHRONOLOGICAL ORDER STARTING WITH YOUR PRESENT POST, ALL THE POSTS THAT YOU HAVE HELD AND THE TASKS YOU PERFORMED.

NATURE AND DESCRIPTION OF TASKS ¹	NAME AND ADDRESS OF EMPLOYER	OCCUPATION RATE ²	FROM (DAY, MONTH, YEAR)	TO (DAY, MONTH, YEAR)

¹ Where necessary enclose a job description, if you possess one.

² E.g. full-time, part-time ...

8. PUBLICATIONS IN PEER-REVIEWED JOURNALS

9. DO YOU HAVE A PHYSICAL DISABILITY REQUIRING SPECIAL ARRANGEMENTS TO BE MADE AT THE INTERVIEW PHASE?
 YES NO

IF SO, PLEASE GIVE DETAILS AND INDICATE THE NATURE OF THE SPECIAL ARRANGEMENTS YOU CONSIDER NECESSARY.

DECLARATION

I, THE UNDERSIGNED, DECLARE THAT:

- All the information given by me on this form (and annexes if applicable) is correct to the best of my knowledge.
- I possess all the qualifications that I claim to hold.
- I undertake to submit, if requested, any documents in support of the above statements.

I AM AWARE THAT ANY FALSE STATEMENT OR OMISSION EVEN IF UNINTENDED ON MY PART MAY INVALIDATE MY APPLICATION AND/OR, WHERE APPROPRIATE, RESULT IN THE CANCELLATION OF THE CONTRACT, PURSUANT TO ARTICLE 50 OF THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS OF THE EUROPEAN COMMUNITIES³.

(DATE)

(NAME)

PLEASE PROVIDE A MOTIVATION LETTER

³ http://ec.europa.eu/civil_service/docs/toc100_en.pdf

ANNEX

REQUEST FOR REVIEW / APPEAL PROCEDURE COMPLAINT TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to both the admission phase and the selection, please note that all the proceedings of the selection Committee are covered by the confidentiality laid down in Annex III of the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

Request for review

Within 10 days of the letter informing you of the decision being posted, send a letter stating your case to:

Reference: COM/TA/JRC/ITU01/2012

European Commission
DG HR - EPSO Task Force
Avenue de Cortenbergh 25 (C25)
B-1049 Brussels

or ITU01-TA@ec.europa.eu

JRC will forward your request to the Chairman of the Selection Committee where it comes within the board's remit. You will be sent a reply as soon as possible.

Appeal

You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. **One** single copy of the complaint should be sent by **one** of the following ways:

- by e-mail, preferably in .pdf format, to the operational mailbox HR MAIL D2 (HR-MAIL-D2@ec.europa.eu) or
- by fax (no. 32-2-295.00.39) or
- by post, to the office address SC11 4/57 or
- handed in at the office address SC11 4/57 (from 09.00 to 12.00 and from 14.00 to 17.00).

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation n° 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) start to run from the time you are notified of the act allegedly prejudicing your interests.

You should note that the appointing authority does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless rules which govern the proceedings of selection committees have clearly been infringed.

Complaint to the European Ombudsman

Like all citizens of the European Union, you can make a complaint to:

European Ombudsman

1 avenue du Président Robert Schuman
CS 30403

F - 67001 Strasbourg Cedex

<http://www.ombudsman.europa.eu/media/en/default.htm>

under Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Communities L 113 of 4 May 1994.

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.