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| |  |  |  | | --- | --- | --- | | logo_ec_17_colors_300dpi  EUROPEAN COMMISSION | **JUNIOR PROFESSIONALS**  **IN DELEGATION**  *HIGH LEVEL TRAINEESHIP PROGRAMME[[1]](#footnote-1)* | untitled3  EUROPEAN EXTERNAL ACTION SERVICE | |

**APPLICATION FORM**

**Selection 2024 for Denmark**

**And reserve list for Commission JPD positions**

**Traineeship round 2023-2025**  
*[All the required fields must be filled in* ***electronically*** *in English]*

**1. PERSONAL DATA \***

|  |  |  |
| --- | --- | --- |
| **FAMILY NAME:**  …. | **FIRST NAME:**  …. | **Gender:**  F / M / Other |
| Date of birth:  …. /…. / …. | Place of birth:  ... | |
| Citizenship at birth:  …. | Other Citizenship:  ...… | |
| Marital status:  ….. | Maiden name (where appropriate):  ... | |
| Name(s) of dependents (who would follow you to the place of the traineeship):  ….. | | |
| Contact address:  …. | | |
| Permanent address:  …. | | |
| **E-mail address**:  …. | | |
| Telephone (+ intl. code):  …. | Mobile phone / GSM (+ Int. code):.  …. | |
| Have you fulfilled any obligations imposed by the applicable laws concerning military service?  **YES / NO** | | |

**2. EDUCATION & TRAINING***[Copy/delete sections if necessary]*

|  |  |  |  |
| --- | --- | --- | --- |
| **A.** **UNIVERSITY STUDIES \*** | | | |
| Name of establishment  (city, country) | **From** | **To** | Qualifications obtained - Principal subjects/occupational skills covered and final results |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. post-graduate STUDIES \*** | | | |
| Name of establishment  (city, country) | **From** | **To** | Qualifications obtained - Principal subjects/occupational skills covered and final results |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **C. OTHER EDUCATION/TRAINING RECEIVED** *(optional)* | | | |
| Name of establishment  (city, country) | **From** | **To** | Qualifications obtained - Principal subjects/occupational skills covered and certificate obtained |
|  |  |  |  |

Brief description of your last thesis/dissertation *(optional):*

Papers or articles published *(optional):*

**EXTRA-CURRICULAR ACTIVITIES AND INTERESTS** *(optional)**[Describe any extra-curricular activities undertaken during your studies in order of importance]*

|  |  |
| --- | --- |
| **Activities** | **Description, nature of participation and involvement** |
|  |  |
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**3. KNOWLEDGE OF LANGUAGES \****[Indicate your mother tongue and level of knowledge of other languages]   
Please use the following self-assessment scale:* [*Common European Framework of Reference for Languages*](https://europa.eu/europass/en/common-european-framework-reference-language-skills)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mother tongue(s)** |  | | | | |
| **Other language(s)** |  | | | | |
| Self-assessment  *European level \** | **Understanding** | | **Speaking** | | **Writing** |
| Listening | Reading | Spoken interaction | Spoken production |  |
|  |  |  |  |  |  |
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**ADDITIONAL INFORMATION ON YOUR LANGUAGE SKILLS** *[Specify any relevant language studies and qualifications/certificates obtained]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of the establishment** | **Qualification/certificate obtained or to be obtained (specify main subjects)** | **Period of study and date when qualification/certificate (to be) obtained** | **Official length of study (number of years)** |
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**4. PROFESSIONAL EXPERIENCE \****[Professional experience is considered as an asset and not as an eligibility criterion. If applicable, fill in the following sections,* ***starting with your present most recent post****, and list in reverse order your previous employment. Indicate the kind of employment (full-time, part-time, or voluntary). Copy/delete sections, if necessary]*

|  |  |  |  |
| --- | --- | --- | --- |
| **4.1. pRESENT or most recent employment** | | | |
| from | to | .… months | Occupation or post held: |
|  |  |
| Name and address of employer:  Type of business or sector / description of tasks and functions:  Length of notice / end of contract: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **4.2. PREVIOUS EMPLOYMENT** | | | |
| from | to | .… months | Occupation or post held: |
|  |  |
| Name and address of employer:  Type of business or sector / description of tasks and functions: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **4.3. PREVIOUS EMPLOYMENT** | | | |
| from | to | .… months | Occupation or post held: |
|  |  |
| Name and address of employer:  Type of business or sector / description of tasks and functions: | | | |

**5. OTHER INFORMATION** *(optional)*

|  |  |
| --- | --- |
| **5.1. SKILLS AND COMPETENCES** | |
| **IT skills and competences** |  |
| **Organisational skills** |  |
| **Social skills and competences** |  |
| **Other relevant skills and competences** |  |

|  |  |  |
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| **5.2. LONG STAYS ABROAD** | | |
| **Country (city)** | **Period** | **Brief description of reasons and activities** |
|  |  |  |
|  |  |  |
|  |  |  |
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**6. REFERENCES** *(optional)*

|  |  |  |
| --- | --- | --- |
| Name and title:  Address:  Telephone number: | Name and title:  Address:  Telephone number: | Name and title:  Address:  Telephone number: |

*[The applicant hereby gives consent for the Commission to contact the persons referred to above, if necessary, in connection with his/her application for the JPD Traineeship Programme. The applicant undertakes to inform the persons whose names they have given as references that their details have been sent to the Commission and may be processed in the context of the JPD Traineeship Programme in compliance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.]*

**7. GEOGRAPHICAL REGIONS of preference \***

*Please read carefully the standard description of the training assignments for the Commission functions.*

***Introduce geographical region(s) in your order of preference.***

*Please note that the posting of the open Commission JPD position is* in ***Namibia****. This position will have a* ***focus, among others,*** ***on green growth, good governance and childhood development.*** *Hence, applicants should be interested in a posting in this country and in these domains of activities.*

*However, this does not prevent applicants to indicate other priority regions and other preferred domains of activities should new Commission JPD positions become available later in the course of the 2023-2025 JPD round. The EC will establish a reserve list with shortlisted applicants who have not been selected for the open JPD position within the EU Delegation to Namibia.*

|  |  |  |
| --- | --- | --- |
| Preference order | **Geographical region** | **Preferred domain of activities** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**8. MOTIVATION \****[Present your main reasons for applying to the JPD traineeship programme in general as well as your motivation and assets for the EU Delegation to Namibia and other geographical preferences in 300 words maximum.]*

**9. DECLARATION BY THE APPLICANT \***

|  |
| --- |
| I, the undersigned, give my word of honour that the information provided in this application form is, to the best of my knowledge, true, complete and accurate on the date specified. I further declare that:   * I have read and understood the Joint Decision of 12 June 2012 of the European Commission and the High Representative of the European Union establishing this High Level Traineeship Programme, as well as its implementing rules adopted by the Chief Operating Officer of the EEAS in agreement with the Directors-General of DG DEVCO and DG HR of the European Commission (as published on the EEAS website); * I am a citizen of Denmark and I enjoy my full rights as a citizen; * I have fulfilled any obligations imposed by the applicable laws concerning military service; * I meet the character requirements for a traineeship within an Union Delegation; * I am, to the best of my knowledge, physically fit to perform a traineeship in the geographical regions I have identified in this application form among my preferences; * I understand and give my consent that the entire process is based on this application, which I undertake to send only to the competent national authorities of Denmark; and that the pre-selection process is implemented under the sole responsibility of Denmark and entails no commitment or involvement on the part of the EEAS or the Commission; hence I cannot lodge a complaint against the EEAS or the European Commission for any pre-selection decision taken by the above Member State; * I hold at least a university degree equivalent to a Master’s degree in a domain relevant to the activities of the Union Delegations; I possess the proven capacity to communicate in the languages of the CFSP and external relations necessary for my integration into the professional environment in a Delegation; I undertake to submit, as soon as requested, any documents in support of the above statements and declarations in this application form; * I give my consent to the Commission to contact, if necessary, any of the universities, enterprises, institutions, establishments or persons given as references in connection with my application for this traineeship programme; * I realise that any false statement or omission and failure to answer the compulsory questions (marked \*), even if unintended on my part, may lead to the cancellation of my application or may cause the termination of my traineeship; * I have read and understood the [EEAS EC Joint Privacy Statement - Data protection notice for the purpose of selection, recruitment and administrative management for Junior Professionals in the EU Delegations (JPDs)](https://www.eeas.europa.eu/eeas/eeas-ec-joint-privacy-statement-data-protection-notice-purpose-selection-recruitment-and_en). I consent to my details being stored electronically and in paper. |

Please confirm that you agree to the declaration above, enter your name in the boxes below, print this form out, sign it and send a scanned copy by e-mail as per the instructions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Date and place:** |  |
|  |  |  |  |
| **Signature** (*followed by the hand written mention “read and approved*”): | | | |

*Do* ***not*** *attach any other supporting documents at this stage.*

1. *Pursuant to the Joint Decision of the European Commission and the High Representative of the European Union of 12.06.2012 establishing a High Level Traineeship Programme in the Delegations of the European Union, and the decision of the Chief Operating Officer of the EEAS on its implementing rules.*

   ***\* compulsory information*** [↑](#footnote-ref-1)