



# JUNIOR PROFESSIONALS IN DELEGATION

HIGH LEVEL TRAINEESHIP PROGRAMME<sup>1</sup>



## APPLICATION FORM Selection round 2017

### Traineeship periods 2017-2019

*[All the required fields must be filled in electronically in English]*

#### 1. PERSONAL DATA \*

<b>FAMILY NAME:</b> ....	<b>FIRST NAME:</b> ....	<b>Gender:</b> F / M
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: ....		
<b>E-mail address:</b> ....		
Telephone (+ intl. code): ....	Mobile phone / GSM (+ intl. code): ....	

<sup>1</sup>Pursuant to the Joint Decision of 12.06.2012 establishing a High Level Traineeship Programme in the Delegations of the European Union in Partnership with the Member States and the Joint Decision of 19.06.2017 amending the Joint Decision of 12.06.2012 and the Decisions on their implementing rules.

<p>Have you fulfilled any obligations imposed by the applicable laws concerning military service?</p> <p><b>YES / NO</b></p>
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*\* compulsory information*

## 2. EDUCATION & TRAINING \*

*[Copy/delete sections if necessary]*

<b>A. UNIVERSITY STUDIES *</b>			
Name of establishment (city, country)	<b>from</b>	<b>to</b>	Qualifications obtained - Principal subjects/occupational skills covered and final results

<b>B. POST-GRADUATE STUDIES *</b>			
Name of establishment (city, country)	<b>from</b>	<b>to</b>	Qualifications obtained - Principal subjects/occupational skills covered and final results

*\* compulsory information*

<b>C. OTHER EDUCATION/TRAINING RECEIVED (optional)</b>			
Name of establishment (city, country)	<b>from</b>	<b>to</b>	Qualifications obtained - Principal subjects/occupational skills covered and certificate obtained

<p>Brief description of your last thesis/dissertation (<b>optional</b>):</p>          <p>Papers or articles published (<b>optional</b>):</p>
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### 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

### 3. KNOWLEDGE OF LANGUAGES \*

*[Indicate your mother tongue and level of knowledge of other languages.  
Please use the following self-assessment scale (\*)]*

Mother tongue(s)					
Other language(s)					
Self-assessment European level (*)	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
	(*) <a href="#">Common European Framework of Reference for Languages</a>				

### 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)

\* compulsory information

## 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:			

\* *compulsory information*

## 5. OTHER INFORMATION (optional)

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

5.2. LONG STAYS ABROAD		
COUNTRY (city)	Period	Brief description of reasons and activities

## 6. REFERENCES (optional)

Name and title:	Name and title:	Name and title:
Address:	Address:	Address:
Telephone number:	Telephone number:	Telephone number:

*[The applicant hereby gives consent for the EEAS 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 he has given as references that their details have been sent to the EEAS and may be processed in the context of the JPD Traineeship Programme in compliance with Regulation (EC) No 45/2001 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]*

## 7. GEOGRAPHICAL REGIONS of preference \*

Please read carefully the standard description of the training assignments for EEAS and for Commission functions

I apply for a traineeship position (tick 1 box as appropriate).

to the EEAS  *political functions, press and information*

or

to the Commission  *operational management of aid, trade / economics, etc*

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

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 motivations and assets for each of your geographical preferences in 300 words maximum]*

*SAMPLE*

\* compulsory information

## 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 (as published on the EEAS website);
- I am a citizen of a member state of the European Union 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 countries / Delegations 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 the Member State to which I have decided to submit my application; and that the pre-selection process is implemented under the sole responsibility of the above Member State and entails no commitment or involvement on the part of the EEAS or the Commission; Hence I cannot lodge a complaint to 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 EEAS 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 annex to the present application form on the right to protection of my personal data. 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.

## **JUNIOR PROFESSIONALS IN DELEGATION**

### HIGH LEVEL TRAINEESHIP PROGRAMME

#### ***Right to protection of personal data of applicants to the JPD traineeship programme***

Any personal data relating to the applicant, including or in connection with any future traineeship agreement with him/her or the performance thereof, shall be processed in accordance with **Regulation (EC) No 45/2001 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.**

The data will be processed only for the purposes of the management and follow up of the application and of the traineeship agreement, without prejudice to its possible transmission to the bodies responsible for monitoring or inspection in accordance with Community law.

Applicants have the right of access to their personal data and the right to correct any inaccurate or incomplete data. In this connection they may contact Division BA.HR.2 at the EEAS, 242 rue de la Loi, B-1046 Brussels, Belgium which is responsible for the processing of these data. Applicants have the right of appeal at any time to the Data Protection Officer (DPO) of the EEAS, to the European Data Protection Supervisor (EDPS), or to contact the European Ombudsman.

Applicants undertake to inform all the persons whom they have cited in their application that their data may be processed by the EEAS or the European Commission under the present programme in compliance with Regulation (EC) No 45/2001.

The recipients of the data contained in the application form will be EEAS and Commission officials in relevant departments and services. Where appropriate, officials at the level of Head of Division/ Unit, Director, Managing Director, Director-General will then receive summaries of the pre-selected applications and the proposed traineeship places. Once the decision on the traineeship place has been accepted by the applicant, the Head of Administration as well as the Head of the Union Delegation concerned will receive a copy of the application.

Applications received by the EEAS or the Commission from the EU Member States via their Permanent Representation will be preserved in appropriate archive facilities and electronic servers. This also applies to the applicants who would decline the traineeship offer or would withdraw from the programme.

The time limit for storing the data of applicants who are not selected, reserve applicants and applicants who are selected but then do not accept the offered traineeship place or traineeship agreement is two years. The data of applicants who become trainees under this programme is stored for at least five years following the date on which their traineeship agreement definitively ends.

In the event of disagreement applicants may address complaints and requests for information, or for cancellation or correction of a decision taken by the EEAS or the Commission (within their sphere of competence) to Division BA.HR.2 at the EEAS.