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| **S**&**D** | **Group of the Progressive Alliance of** | |
| **Socialists & Democrats** | |
| **in the European Parliament** | |
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**RECRUITMENT NOTICE AST 01/2020: APPLICATION FORM**

**Assistant (F/M) - Temporary agent, grade AST 2**

1. **SURNAME** :[[1]](#footnote-1): **Forenames:**

Mr Ms……………………………………………… .………………………………………………………………...........………

1. **ADDRESS:**

(Please inform us immediately of any change in address) Office tel.: .......................................................................

Personal tel.:.............................................................

Street: ……………………………………………………………… No: ……….. Mobile tel. ...............…………………………….............

Postcode: ……...……. Town/City: ………………...………………………….. Country: ………………………………………………..........….

Email: ………………………………………......................................................................................................................................

1. **DATE AND PLACE OF BIRTH:** ............………………………………………………………………………………………….............................................................................................

1. **CURRENT NATIONALITY** (if you have dual nationality, please give both):

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5. **LANGUAGE SKILLS** - to complete this section, please see point III.B.2. of the recruitment notice.

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|  | German | English | Croatian | Danish | Spanish | Finnish | French | Greek | Italian | Dutch | Portuguese | Swedish | Estonian |
| Very good |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Good |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Adequate |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | Hungarian | Latvian | Lithuanian | Maltese | Polish | Slovak | Slovenian | Czech | Bulgarian | Romanian | Irish | other |
| Very good |  |  |  |  |  |  |  |  |  |  |  |  |
| Good |  |  |  |  |  |  |  |  |  |  |  |  |
| Adequate |  |  |  |  |  |  |  |  |  |  |  |  |

6. OPTIONAL:

Political party membership (optional): Yes No

Party: …………………………………………………………………… Date joined.………….…………………….

7.  **ACADEMIC QUALIFICATIONS** (please attach photocopies of any relevant qualifications and diplomas)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Primary, secondary, advanced secondary or technical education | | | |
| Name establishment  (town, country) | Duration of studies | | Certificates or diplomas obtained. Specify official length of course and main subjects studied. |
| from | to (1) |
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| 1. University | | | |
| University or school  (town, country) | Duration of studies | | Degree or diploma obtained. Specify official length of course and main subjects studied. |
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| C. Postgraduate studies | | | |
| University or institute  (town, country) | Duration of studies | | Degree or diploma obtained |
| from | to (1) |
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(1) Specify the date (month and year) on which the studies were completed and/or the qualification was obtained.

8. **PROFESSIONAL EXPERIENCE (attach photocopies of supporting documents)**

List any job(s) held to date and any additional work experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position held and job description | Employer’s name and address | From  (day, month, year) | to  (day, month, year) | Total |
|  |  | **..../..../......** | **..../..../......** | **..../..../......** |
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|  |  | **..../..../......** | **..../..../......** | **..../..../......** |

TOTAL professional experience: ......./......./....... - (yy / mm / dd)

**9. LANGUAGE AND KEYBOARD CHOICE FOR WRITTEN TESTS**

**Chosen language for written tests 1 and 2: English French**

**Other chosen language for written test 3: English French German Spanish**

**Chosen keyboard for written tests: AZERTY QWERTY**

10. OPTIONAL: (only answer the following question if you wish to do so)

Do you have a disability that might give rise to problems during the test? Yes No

If the answer is yes, please give details (so that the appropriate arrangements can be made, wherever possible).

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11. Names, addresses and telephone numbers of persons to contact if you cannot be contacted directly (e.g a family member):

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12. Criminal convictions: …………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………..............…………………………………………….……..............

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| **DECLARATION**   1. I solemnly declare that the information provided in this application form and the attachments hereto is true and complete. 2. I also solemnly declare that: 3. I am a national of one of the Member States of the Union and enjoy full rights as a citizen; 4. I have fulfilled all obligations imposed on me by the laws on military service; 5. I can provide character references appropriate to the performance of the duties concerned.   3. I understand that, for my application to be admissible I must submit this form together with the following supporting documents (in the form of photocopies):   1. proof of citizenship (passport or identity card); 2. diploma(s) or certificate(s) of the level required for admission to the competition; 3. certificate(s) of employment or employment contract(s) and most recent pay slip(s). 4. I agree to provide the supporting documents relating to Section III A. and B. as soon as they are requested, and I acknowledge that any misrepresentation or omission, even if unintentional on my part, may result in my application being rejected. 5. I agree to undergo the statutory medical examination to ensure that I have the physical fitness required to carry out my duties. |

**Date and signature:**

Attachments: : number: .............

**DON’T FORGET TO SIGN THE FORM!**

Personal data provided in the context of the recruitment procedure will be processed in accordance with EU Regulation 2018/1725 of the European Parliament and of the Council of 23 October 2018 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. Personal data will be processed only for purposes connected to this recruitment procedure.

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1. PLEASE NOTE: this name, together with the number of the vacancy notice, must be quoted in all correspondence. If qualifications or certificates issued under another name (e.g. maiden name) are attached to this application, please specify here: ………………………………………………. [↑](#footnote-ref-1)