# ANNEX I – APPLICATION FORM

**REA/INTER-TA/2021/AD/RPA-CC/C3/02**

**YOU MUST FILL IN THE APPLICATION FORM COMPLETELY. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING REJECTED.**

Name and First Name: ………………………………………………………………………….

Nationality: ………………………………………………

Gender: F [ ]  M [ ]  Prefer not to say [ ]

Date of birth: ………………………………………………

1. **ELIGIBILITY**

|  |  |  |
| --- | --- | --- |
| **ELIGIBILITY CRITERIA** | **YES** | **NO** |
| 1. Be a Temporary agent 2(f) who, on the closing date for applications and on the day of filling the vacant post, is employed within his/her current agency in a grade and function group corresponding to the published function group and grade (AD5/AD12) | [ ]   | [ ]   |
| 2. Have at least 2 years’ service within his/her current agency before moving | [ ]   | [ ]   |
| 3. Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group | [ ]   | [ ]   |
| 4. Be in compliance with the general conditions and qualifications required for the post (including those referred to in Article 12(2) of the CEOS) | [ ]   | [ ]   |
| * Be a national of a Member State of the European Union
 | [ ]   | [ ]   |
| * Enjoy full rights as a citizen
 | [ ]   | [ ]   |
| * Have fulfilled any obligations imposed by nationals law concerning military service or civilian service
 | [ ]   | [ ]   |
| * Have the appropriate character references as to the suitability for the performance of the duties
 | [ ]   | [ ]   |
| * Is physically fit to perform the duties linked to the post
 | [ ]   | [ ]   |
| * Have evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties
 | [ ]   | [ ]   |
| 5. Possess the minimum qualifications required by Article 5(3) of the Staff Regulations,applicable by analogy to the temporary staff pursuant to Article 10(1) of the CEOS:* in function group AD for grades 5 and 6:(i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, or(ii) where justified in the interest of the service, professional training of an equivalent level.
* in function group AD for grades 7 to 12:(i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or(ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or(iii) where justified in the interests of the service, professional training of an equivalent level.
 | [ ]   | [ ]   |

1. **JOB-RELATED COMPETENCIES - LANGUAGE KNOWLEDGE**

**Mother tongue:** …………………………………..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Languages** | **L1\*:** | **L2\*:** | **L3\*:** | **L4\*:** |
| **Speaking** | **Writing** | **Comprehension** | **Speaking** | **Writing** | **Comprehension** | **Speaking** | **Writing** | **Comprehension** | **Speaking** | **Writing** | **Comprehension** |
| **Excellent** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Very good**  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Good** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Satisfactory** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Basic** |  |  |  |  |  |  |  |  |  |  |  |  |

\*Please indicate the name of the language concerned

1. **ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

|  |
| --- |
| **1. Do you have a sound experience in call coordination?**[ ]  Yes[ ]  No |
| **If yes, please describe with examples of your past work (300 words maximum):** |

|  |
| --- |
| **2. Do you have experience in chairing meetings and/or coordinating teams?**[ ]  Yes[ ]  No |
| **If yes, please describe it with examples of your past work (300 words maximum):** |

|  |
| --- |
| **3. Do you have proven knowledge of the research project life cycle?**[ ]  Yes[ ]  No |
| **If yes, please describe it with examples of your past work (300 words maximum):** |

|  |
| --- |
| **4. Do you have good knowledge of the EU policies and topics of relevance for the unit?**[ ]  Yes[ ]  No |
| **If yes, please describe it with examples of your past work (300 words maximum):** |

|  |
| --- |
| **5. Do you have a technical background relevant for the position?**[ ]  Yes[ ]  No |
| **If yes, please describe it with examples of your past work (300 words maximum):** |

|  |
| --- |
| **6. Do you have excellent knowledge of written and spoken English (as the vehicle language in dealing with experts and consortia of beneficiaries from different countries)?**[ ]  Yes[ ]  No |
| **If yes, please describe it with examples of your past work (300 words maximum):** |

1. **ADVANTAGEOUS QUALIFICATIONS AND EXPERIENCE**

*To not tick to one or several of the items of this part will NOT automatically exclude you from the selection****.***

|  |
| --- |
| **1. Please tick in which you have an experience:**[ ]  Experience in coordinating EU Research and Innovation programmes, similar national research funding or other grant programmes;[ ]  Engineering, technical or scientific background. |
| **Please describe the nature and context of your work and your specific role and responsibilities (300 words maximum):** |

1. **MOTIVATION**

|  |
| --- |
| **1. Why do you want to apply for this career opportunity? What specific contribution do you think you could make as Research Programme Administrator – Call Coordinator in unit C3 within the REA?** |
| **Please explain (300 words maximum):** |

**Declaration:** I declare in my word of honour, that the information provided above is true and complete.

Date:……………………….. Signature:…………………………………………