# ANNEX I – APPLICATION FORM

**REA/INTER-CA/2022/FGIV/AA/D1/05**

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

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

Nationality: ………………………………………………

Date of birth: ………………………………………………

1. **ELIGIBILITY - EPSO Contract Agents Selection Tests (CAST)**

|  |
| --- |
| 1. **General Conditions**
 |
| I have: | **YES** | **NO** |
| * Already successfully passed the EPSO CBT tests for contract agents for Executive Agencies (including the competency part) in the function group of the vacancy notice.
 |  |  |
| * I currently have the same Function group as the one of the published post
 |  |  |
| * I have served at least 3 years as Contract agent 3(a) or 3(b)[[1]](#footnote-1)
 |  |  |
| 1. **EPSO CAST Candidate information**
 |
| * EPSO Candidate number of the CAST profile:
 |
| * Reference of the CAST(s):
 |

1. **ESSENTIAL QUALIFICATION - 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 experience in handling, processing, and analysing data including text and data mining?**

[ ]  Yes[ ]  No |
| **If ‘Yes’ Please describe the nature and context of your work and your specific role and responsibilities (300 words maximum)** |

|  |
| --- |
| 1. **Do you have knowledge of EC corporate tools for data processing (Corda, Cortex, Horizon Dashboard) and / or other tools for data analysis and data presentation?**

[ ]  Yes[ ]  No |
| **If ‘Yes’ Please give examples from your professional experience (300 words maximum)** |

|  |
| --- |
| 1. **Do you have very good command of English, both spoken and written, (equivalent to level C1 or a higher level) and very good ability to communicate to different target groups?**

[ ]  Yes[ ]  No |
| **If ‘Yes’ Please describe the nature and context of your work in those languages and how you acquired the requested level (300 words maximum)** |

1. **ADVANTAGEOUS QUALIFICATION AND EXPERIENCE**

*To answer “No” to one or several questions of this part will NOT automatically exclude you from the selection****.***

|  |
| --- |
| 1. **Do you have knowledge of EU research and innovation policies and programmes?**

[ ]  Yes[ ]  No |
| **If ‘Yes’ Please describe how did you acquire this knowledge (300 words maximum):** |

|  |
| --- |
| 1. **Do you have knowledge of one or more policy areas managed by REA’s departments?**

[ ]  Yes[ ]  No |
| **If ‘Yes’ Please describe how did you acquire this knowledge (300 words maximum):** |

|  |
| --- |
| 1. **Do you have experience in knowledge management in public administration?**

[ ]  Yes[ ]  No |
| **If ‘Yes’ Please describe the nature and context of your work and your specific role and responsibilities (300 words maximum):** |

|  |
| --- |
| 1. **Do you have experience in knowledge development process in science?**

[ ]  Yes[ ]  No |
| **If ‘Yes’ Please describe the nature and context of your work and your specific role and responsibilities (300 words maximum):** |

|  |
| --- |
| 1. **Do you have experience in drafting and presenting information in a clear and structured way?**

[ ]  Yes[ ]  No |
| **If ‘Yes’ Please describe the context of your work and your relevant experience (300 words maximum):** |

|  |
| --- |
| 1. **Do you have experience in chairing meetings, driving discussions, and presenting?**

[ ]  Yes[ ]  No |
| **If ‘Yes’ Please describe the context of your work and your relevant experience (300 words maximum):** |

1. **MOTIVATION**

|  |
| --- |
| 1. **Please detail your motivation in applying for this position. What specific contribution do you think you could make as ‘Administrative Adviser’ at REA?**
 |
| **Please explain (300 words maximum):** |

**Declaration:** I declare, on my honour, that the information provided above is true, complete and correct.

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

1. The minimum duration must have been obtained either as Contractual Agent 3(a) or 3(b). Cumulative duration as Contractual Agent 3(a) and 3(b) will not be considered. [↑](#footnote-ref-1)