APPLICATION FORM FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
**HR ASSISTANT** AT THE BEREC OFFICE

BEREC/2023/03

**1.** Surname[[1]](#footnote-1)

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**2**. Forename: Title: (e.g. Mr, Ms, Dr)

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**3.** Date of birth: **dd/mm/yyyy**

**4.** Gender: **Male Female**

**5.** Address for correspondence[[2]](#footnote-2):

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| --- | --- |
| Street, No, etc.: |  |
| Postal code:  | Town:  |
| Country: |  |
| Office Telephone N°: | Mobile N°: |
| E-mail address: Professional: |  |
| E-mail address: Personal: |  |

**6.** Nationality (please circle or mark):

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BE | BG | CY | CZ | DK | DE | EL | ES | EE | FR | HU | HR | IE | IT |
| LT | LU | LV | MT | NL | AT | PL | PT | RO | FI | SE | SK | SI |  |

**7. A post-secondary education attested by a diploma, with title, date of conferral. If post-secondary diploma is not available then secondary education, with date of conferral or professional training or professional experience of an equivalent level:**

**8. Other studies:**

**9.** Knowledge of languages:

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:

1 - mother tongue or thorough knowledge;

2 - very good knowledge;

3 - satisfactory knowledge.

| BG | CZ | DK | DE | EL | EN | ES | EE | FI | FR | GA | HR |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HU | IT | LT | LV | MT | NL | PL | PT | RO | SI | SE | SK |

Other language(s):

**10**. Current employer (indicate if you are self-employed or unemployed):

|  |  |
| --- | --- |
| Name  |  |
| Address |  |
| Position |  |

**Information to be used for the evaluation of the selection criteria**

1. **Essential**

**11. Summarise your professional knowledge to the post and in particular the one specified in point 2.1. of the vacancy notice - contributing to the day-to-day human-resource management (HRM), incl. establishment of correct payroll, management of personnel files, etc.; (250 words max):**

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12. Summarise your professional knowledge to the post and in particular the one specified in point 2.2. of the vacancy notice - contributing to the management of selection and recruitment files: drafting vacancy notices, launching calls and publications, analysing applications and determining their eligibility, organising and following up on selection panels, preparing recruitment documents (250 words max.):

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13. Summarise your professional knowledge to the post and in particular the one specified in point 2.3. of the vacancy notice - assisting in the preparation, launch and follow up of the annual appraisal and reclassification exercises (250 words max.):

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14. Summarise your professional knowledge to the post and in particular the one specified in point 2.4. of the vacancy notice - contributing to the learning and development activities of staff (250 words max.):

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15. Summarise your professional knowledge to the post and in particular the one specified in point 2.5. of the vacancy notice - contributing to budget, finance and contract management in the area of HRM (250 words max.):

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1. **Advantageous:**

**16. If you have the education in a field relevant to the position, please elaborate more on this education (150 words max):**

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**17. Elaborate on your previous experience within EU Agencies/Institutions (150 words max):**

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**18. Elaborate on your experience and/or knowledge of HRM systems in use at the European Commission and the BEREC Office (e.g. Sysper, eu-Learn, ARES) (150 words max.)**

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**Additional information concerning the application**

**19. Give details of anything else you consider relevant to your application:**

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**20.** If you have a recognised disability which necessitates any special arrangements in the context of this selection procedure, please indicate below:

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**21.** Declaration:

1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statement may invalidate my application at any point in the selection process.

2. I further declare on my word of honour that:

(i) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;

(ii) I have fulfilled any obligations imposed on me by laws concerning military service.

3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my application.

4. I confirm that I am willing to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

5. If my name will be placed on the reserve list for this selection procedure, I give my consent that in the context of the inter-agency cooperation my name and application form can be shared with other EU Agencies which might contact me in the context of its own staff selection and recruitment procedures.

**Date and name:**

**Signature:**

Along with this application form, candidates must submit:

* A covering letter describing the reasons and their motivation for the application
* A CV preferably drafted using the Europass CV format which can be found at:
[http://www.europass.cedefop.europa.eu](http://www.europass.cedefop.europa.eu/)
1. IMPORTANT: your application will be registered under this name. Please use it in all correspondence. Any other name (e.g.maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:

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 [↑](#footnote-ref-1)
2. Please inform recruitment@berec.europa.eu of any change of address. [↑](#footnote-ref-2)