INSTRUCTIONS TO APPLICANTS

1. **BEFORE YOU START**

    Read the requirements of the vacancy notice you wish to apply for and the frequently asked questions concerning recruitment on our website (http://www.cedefop.europa.eu/en/about-cedefop/faqs/recruitment)

    Prepare the following documents in electronic format:

    - Your CV (preferably using the European format, see http://europass.cedefop.europa.eu/en/home)
    - Copies of the diploma(s) or degree(s) requested in the relevant vacancy
    - Your motivation letter
    - Publication(s), if relevant for the specific vacancy notice
    - Any other document that may be requested in the vacancy notice (see 'submission of application' in each vacancy notice)

    The file names of the attachments should only contain Latin characters (no accents, Greek or special symbols as they become illegible) and should be short (e.g. CV, BA etc);

    Your CV and motivation letter must be in English.

    Degrees in any of the EU official languages do not need to be translated. Make sure you attach the degree giving access to the specific post, which is requested in the respective 'eligibility criteria' and 'submission of applications' of the vacancy notice you apply for. Additional degrees/certificates may also be attached optionally.

    Degrees issued from non-EU countries must be accompanied by the equivalency certification issued in the relevant EU Member State authorities (e.g. Naric).

    You may also attach one or more recommendation letters (optional).

2. **REGISTRATION**

    To register in Cedefop's online application tool, please go to the job opportunities section on Cedefop's website: http://www.cedefop.europa.eu/EN/working-with-us/job-opportunities.aspx and click on the name of the vacancy notice for which you wish to apply.

    Click on the "Apply" button and you will be asked to fill in the following information:

USERNAME: Enter a username. This username will be required to access the on-line tool once your registration is accepted. If you have previously applied for another vacancy, choose another username.

EMAIL: Enter your email address. This email address will be used to send you the link to the on-line application tool in order to proceed with your application. It will also be used for all correspondence related to this application.

PASSWORD: Enter a password. Your password must contain 6 or more characters.

CONFIRM PASSWORD: Enter your password again.

CAPTCHA: Captcha is a tool to protect on-line registrations from machine-generated spams.

Please type the characters mentioned in the captcha – if the characters are difficult to read, click on the "Refresh" button (you can do this as many times as you like).

Refresh button

Click on "Register" once you have filled in all necessary information. The system will send you an automatic email with the link needed in order to proceed with your application.

3.   ON-LINE APPLICATION

To submit your application online:

- Click on the URL you received by e-mail when you registered;

- Be ready to attach the following documents in electronic format:

    • Your CV (preferably using the European format, see https://europass.cedefop.europa.eu/cvonline)
    • Your diploma/degree
    • Your motivation letter
    • Publications (if relevant for the specific vacancy notice)

- Any other document that may be requested in the vacancy notice (see 'submission of application' in each vacancy notice)

You may also choose to attach one or more recommendation letters (optional) or additional degrees/certificates.

Throughout the application form you will find additional instructions and information to help you fill in your application correctly.

Fields marked with a red $*$ are mandatory.

When you insert your work experience, make sure that the start date is after the date on which you obtained the degree giving access to the post you apply for.

Do not insert overlapping experience as Cedefop cannot accept more than 100% work experience at any given time. For more information see question number 7 in our frequently asked questions: http://www.cedefop.europa.eu/en/about-cedefop/faqs/recruitment

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FOR CONTRACT AGENT POSTS ONLY:

Only for contract agent posts, additional studies that lead to a degree/diploma can be taken into account as work experience provided the diploma has been awarded. The statutory duration of the studies is counted. This statutory duration cannot be less than 3 months. In the case of a PhD, the maximum statutory duration is up to 3 years provided that the PhD has been awarded. Candidates must attach the degree/diploma awarded in the field of 'other documents' in the online application form.

Short courses and/or seminars will not be considered as additional studies. If the statutory duration of the studies is less than three months, that period will not be calculated as work experience once you submit your application.

If you need to discontinue your application process at any stage you may save the application, exit and come back at a later stage **until the deadline for applications**. In order to re-enter your application form, follow the link sent to you with the registration email and click on the "Login" icon, enter your username and your password and continue with your application.

IMPORTANT: On the left-hand side of the form you will see a bar with the time left (counting down). This is a time-out functionality which means that if you do not either save or refresh the time within the given time (45 minutes) the system will automatically log you out **and any unsaved work will be lost**. Therefore we recommend that you save your work regularly or make sure to refresh the time when needed (this can be done as often as you like).

Refresh button

Refresh | Time Left: 7:56

To go to the next page click on "Next" at the bottom of the page or use the navigation bar on the top left-hand side of the page.

If mandatory information is missing, the relevant field(s) will be marked in red:

Red box

At the bottom right-hand side of the form you will find the following boxes:

Previous: will take you to the previous page.

Next: will take you to the next page.

Submit: will submit your application provided all necessary information is inserted. It will be possible to review your application before the final submission.

Save: will save your application at the current stage. You can close the window (exit the application) and come back to finish it at a later stage until the expiration date of the vacancy notice.

Cancel: will cancel the editing of the application form. Information that has not been saved will be lost and the system will log you off. It will still be possible to come back and finish it at a later stage until the expiration date of the vacancy notice.

Delete: will delete your application form. It will not be possible to log in again.
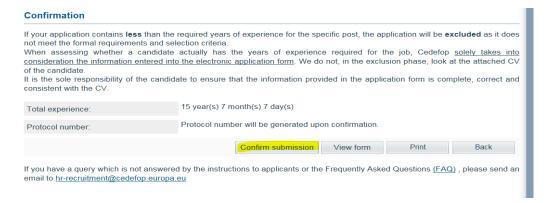
4.   **SUBMITTING THE FORM**

When all mandatory fields are filled, in the last page of the application sign the declaration form (tick the confirmation box and enter your name) and then press the submit button:
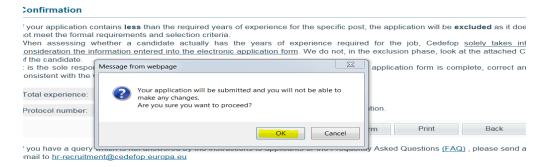
Read the information provided in the next screen and 'confirm submission':

Press ok in the pop up message below:

The system will create a protocol number which you will see in the next screen. **Print your application** before you log out:

Check your email inbox as you will receive an automatic e-mail confirming that your application has been successfully submitted and informing you of your protocol number. If you don't receive this e-mail within the next minutes, please contact the HR Service of Cedefop (HR-recruitment@cedefop.europa.eu).

Once you have made the final submission of your application form, **you will not be able to log in again**. All candidates who have obtained a protocol number will receive information of the outcome of their application in due time to the email address(es) they have provided.

Cedefop's HR Service