



## 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).



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>

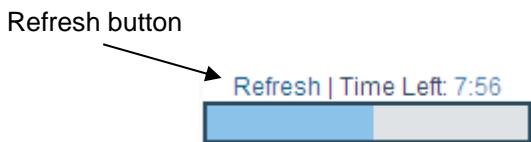
**FOR CONTRACT AGENT POSTS ONLY:**

*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).



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:

Post code \* 57001

City \*

Red box

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

Submit Save Previous Delete

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:

Declaration

Refresh | Time Left: 44:38

Cedefop will disable access to the on-line application tool at the time of the deadline. Candidates who have not yet submitted their application at this time will automatically be thrown out of the system.

**Time until deadline:**  
04 Days, 22 Hours, 51 Minutes, 50 Seconds.

**DECLARATION**

- I declare on my word of honour that the information provided above is true and complete
- I further declare on my word of honour that:
  - I am a national of one of the EU Member States;
  - I have fulfilled any obligations imposed on me by laws concerning military service
  - I meet the character requirement for the duties involved.
  - I have not been deprived of my civic rights.
- I undertake to produce, as soon as requested, supporting documents in respect of this application and accept that failure to do so may invalidate my application
- I am aware of the fact that my application will be refused if I fail to submit copies of the following documents:
  - proof of nationality (passport, identity card, birth certificate etc.)
  - diploma(s) or certificate(s) required for admission to the selection procedure
  - statements of previous employment or contract(s) clearly specifying starting and end dates and for the current position proof of the start date, continuity and the latest payslip
- I am willing to undergo the prescribed medical examination prior to appointment.
- If recruited, I undertake to sign a declaration of commitment to act independently in the public interest and to declare any interests that might be considered prejudicial to my independence.

Please confirm that you agree to the declaration above and enter your name in the boxes below.

I confirm that the information declared on this application is accurate to the best of my knowledge and I consent to my details being stored electronically \*

Name \* XXXXXXXXXXXX

Date 13/01/2016

Previous Next

Submit Save Cancel Delete

Read the information provided in the next screen and 'confirm submission':

**Confirmation**

If your application contains **less** than the required years of experience for the specific post, the application will be **excluded** as it does not meet the formal requirements and selection criteria.  
 When assessing whether a candidate actually has the years of experience required for the job, Cedefop **solely takes into consideration the information entered into the electronic application form**. We do not, in the exclusion phase, look at the attached CV of the candidate.  
 It is the sole responsibility of the candidate to ensure that the information provided in the application form is complete, correct and consistent with the CV.

Total experience: 15 year(s) 7 month(s) 7 day(s)

Protocol number: Protocol number will be generated upon confirmation.

[Confirm submission](#) [View form](#) [Print](#) [Back](#)

If you have a query which is not answered by the instructions to applicants or the Frequently Asked Questions ([FAQ](#)), please send an email to [hr-recruitment@cedefop.europa.eu](mailto:hr-recruitment@cedefop.europa.eu)

Press ok in the pop up message below:

**Confirmation**

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Message from webpage

ⓘ Your application will be submitted and you will not be able to make any changes. Are you sure you want to proceed?

[OK](#) [Cancel](#)

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

You are logged in as fgafdgsgfdgfdg Logout | Home

 **CEDEFOP** | European Centre for the Development of Vocational Training

Thank you

Protocol number: Test\_Cedefop\_2016\_CA\_ckouf-924004

[Print](#) [Download.html](#) [Download Word](#)

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](mailto: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