

Application guide

Call for expression of interest - contract agents EU 25

1. General Information

- Please read and print both the [Call for expression](#) of interest and the Application guide carefully before completing and submitting the application form. You should know by the time you start filling in your application form which positions within which function group you are interested in. Details about all function groups are in the text of the Call.
- **Please do not leave it until the last minute to submit your application.** Heavy internet traffic may not allow to submit your application in time. No exceptions will be granted.
- You will have only **120 minutes** to fill in your application form. You should make sure that you have all the relevant information at hand before you start to complete the form to avoid the risk of being "timed out" of the system.
- The application form can be completed in one of the following languages: **English, French or German.**
- Before you start to fill in the Application form you will be requested to create your **EPSO Porta**. Important communication will be channelled to you via the EPSO Porta.
- On the application form there are certain fields marked with an asterisk (*). These are mandatory fields which have to be filled in.
- **Once you have submitted your application form an e-mail in English, French and German will be sent to your e-mail confirming the creation of your EPSO Porta and providing information about your EPSO Porta login details.**

2. How to create your EPSO Porta

At the beginning of the application process you will be requested to create your EPSO Porta. **EPSO Porta is only for staff engaged under contracts.** If you have previously created an **EPSO profile** when applying for an EPSO on-line competition **you may not** use this profile to apply for a post under contract.

Create your EPSO Porta:

- A **form** will appear on your screen asking you to register.
- Enter your **forename, surname, e-mail, password** – confirm and click on "**Submit**".
- Now you have created your EPSO Porta. Use your e-mail and password to enter your existing EPSO Porta when needed.

You can **start filling in** your application form now.

3. Filling in the application form

Filling in the application form is a fairly easy step-by-step process. Proceed by filling in and saving all sections from the left side menu, one after another. Each time you save a section, it is recorded in EPSO PORTA database. After filling in all the section, **please check and print your application, by clicking on “Information currently held by EPSO” on your left side menu before logout.**

Following fields within sections have to be filled in:

Areas of interest

Select **the function group** for which you want to apply and click on ‘**Save and Proceed**’.

Then, you **may choose up to three positions** for which you want to apply in order of your preference. The lines “== XXXXX ==” indicate job sectors and can therefore not be selected.

Click on ‘Save and Proceed’

You may always change your choices by going to the ‘Areas of interest’ menu on the left side of your screen and click on ‘Edit’.

When submitting your application, after you have selected your function group from the drop down menu and identified your area/ areas of interest, you will see a number (e.g. 2005-6-28) at the top of your application. This is your application number and we advise you to make a note of it. Use this number as a reference when you wish to communicate with EPSO.

Personal Details

Surname	example: Smith
Forename	example: John
Current name	indicate the surname you use
Date of birth (dd/mm/yy)	example: 22/09/1966
Citizenship	select one from the scroll down menu
Sex	indicate "M" for masculine or "F" for feminine
Street name and number	example: 58, St. John’s Street (do not include town, country or postcode in this box)
Town/ City	example: London
Postcode	example: W1 9EY
Country	select one from the scroll-down menu
E-mail	provide an e-mail address that you check regularly; it will be used for communication with you; avoid free email addresses that are often the source of problems
Telephone number	optional field, include the international prefix
Fax	optional field, include the international prefix

Click on ‘Save and Proceed’

‘Error in the section’ message will appear on the top of the section in case you have not filled in correctly all the fields within the section.

To modify this section click on it on the left menu, modify and save again.

Professional experience

Please enter your professional experience in reverse chronological order, from the most recent backwards. Once you have saved the first professional experience, click on **“Add new”** to enter the second one, etc.

Dates (mm/yy) (from – to) choose from the scroll-down menu; for current professional experience please select “on going” in the two fields month and year

Experience total (month count) select the total number of months for this professional experience by using the scroll-down menu

Area of expertise select from the scroll-down menu your field of expertise

If other please define If you do not find the corresponding answer for your experience, answer in this field
The lines “== XXXXX ==” indicate job sectors and can therefore not be selected.

Name and address of employer fill in the complete name and address of the employer

Employment classification select the scroll-down menu select the corresponding classification

If other please define use this field if you do not find the correct answer

Occupation or position held describe briefly the position held

Main activities and responsibilities describe briefly your duties and responsibilities in this position

In this activity, do you use languages other than your main language? Select the correct answer from the scroll-down menu

Click on ‘Save and Proceed’

To modify this section click on it on the left menu, modify and save again.

Education and training

Fill in all requested fields indicating only your highest level of education or training relevant to the call for expression of interest.

Fill in your level of education and training in **reverse chronological order**, from the most recent backwards. Once you have saved the first education/training, click on **“Add new”** to enter the second one, etc.

Dates (mm/yy) (from – to) choose from the scroll-down menu (months/years), for ongoing education and training indicate “ongoing”

Classification using the button select if this entry concerns:
• **education** or **training**

Area of expertise choose from the scroll-down menu

If other please define if you do not find the corresponding category for this experience, define here

The lines “== XXXXX ==” indicate job sectors and can therefore not be selected.

Education type choose from the scroll-down menu

If other please define if you do not find the corresponding category for this experience, define here

Name, type and address of the institution providing education and training
enter this information in your main language as well as its translation in EN, FR or DE

Title of qualification awarded
enter this information in your main language as well as its translation in EN, FR or DE

Click on ‘Save and Proceed’

To modify this section click on it on the left menu, modify and save again.

If the level of the qualification corresponds to existing national or international classification system, state the level within the classification concerned (national classification, ISCED, etc.). If necessary, ask the body which awarded the qualification. For more information on ISCED (International Standard Classification of Education) devised by UNESCO, consult: http://www.uis.unesco.org/TEMPLATE/pdf/isced/ISCED_A.pdf

Languages

Main language indicate your main language from the scroll-down menu

Language for the tests should you be pre-selected, this language will be the language used for the tests; indicate the language for the tests via the scroll-down menu, you can chose between English, French or German and your choice must be different from the main language

Other languages free choice of languages with the level of spoken, written, reading knowledge indicated

Click on ‘Save and Proceed’

To modify this section click on it on the left menu, modify and save again.

Additional Information

Enter all information that you will consider to be useful, for instance your knowledge of other, non EU languages. This information must be consistent with the elements already completed.

Click on 'Save and Proceed'

To modify this section click on it on the left menu, modify and save again.

IMPORTANT

After filling in all the sections check the data which are already saved in EPSO database. You may see this form any time during the application process by clicking on the "Information currently held by EPSO" on your left side menu. To modify the data in one of the sections click on the name of the section on your left side menu, do the modifications and save them. If no modifications are needed you should print out your complete application form and logout.