**APPLICATION FORM**

**Selection: Senior Administrative Assistant – Contract Agent FG III**

**Reference: AMLA/CA/2024/04**

**Personal Information**

|  |  |
| --- | --- |
| SURNAME (family name) |  |
| FORENAME (given name) |  |
| Nationality |  |
| Gender |  |
| Date of birth |  |

**Contact Details**

|  |  |
| --- | --- |
| Address (Street / number / post code / city / country) |  |
| Phone number |  |
| E-mail address (to be used for communication) |  |

**Eligibility criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Be a national of a Member State of the European Union | YES[ ]  | NO[ ]  |
| 2 | Enjoy full rights as a citizen | YES[ ]  | NO[ ]  |
| 3 | Have fulfilled any obligations imposed by national laws concerning military service | YES[ ]  | NO[ ]  |
| 4 | Meet the character requirements for the duties involved | YES[ ]  | NO[ ]  |
| 5 | Be physically fit to perform the duties linked to the post | YES[ ]  | NO[ ]  |
| 6 | Have a thorough knowledge of one of the official languages of the European Union[[1]](#footnote-1) and satisfactory knowledge of a second of these languages (Level B2 of CEFR[[2]](#footnote-2)) to the extent necessary to perform their duties | YES[ ]  | NO[ ]  |
| 7 | have a level of post-secondary education attested by a diplomaORa level of secondary education attested by a diploma giving access to post-secondary education and after having obtained the diploma, 3 years of proven professional experience | YES[ ]  | NO[ ]  |

Please proceed to the following section only if you have answered YES to all of the above questions.

**Selection criteria**

**Essential criteria**

|  |  |  |
| --- | --- | --- |
| I have proven experience of at least 3 years in similar tasks/responsibilities as required by the role as described under “CANDIDATE PROFILE” in the VACANCY NOTICE. | YES[ ]  | NO[ ]  |
| *Please describe related experience / tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

**Advantageous criteria**

|  |  |  |
| --- | --- | --- |
| I have professional experience in a HR department of a European Institution, Agency, Joint Undertaking or other EU body. | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

|  |  |  |
| --- | --- | --- |
| I have thorough knowledge of Webex/Teams. | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

|  |  |  |
| --- | --- | --- |
| I have knowledge of SYSPER & MIPS. | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

|  |  |  |
| --- | --- | --- |
| I have experience in recruitment processes and administrative onboardings. | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

**Education**

|  |
| --- |
| **Provide information about your educational background** |
| 1 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 2 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 3 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |

Should you need more space to provide information on your educational background, please feel free to copy the input fields to expand the table.

**Professional Experience**

|  |
| --- |
| **Provide information about your previous work experience** |
| 1 | Period (start-end date) Calculated length (X years, Y months) |  |
| Name of organization  |  |
| Job title / position held  |  |
| Main activities |  |

|  |
| --- |
| **Provide information about your previous work experience** |
| 2 | Period (start-end date) Calculated length (X years, Y months) |  |
| Name of organization  |  |
| Job title / position held  |  |
| Main activities |  |

|  |
| --- |
| **Provide information about your previous work experience** |
| 3 | Period (start-end date) Calculated length (X years, Y months) |  |
| Name of organization  |  |
| Job title / position held  |  |
| Main activities |  |

Should you need more space to provide information on your professional experience, please feel free to copy the input fields to expand the table.

**Knowledge of languages[[3]](#footnote-3)**

|  |  |
| --- | --- |
| **EU Language** | **My level of language proficiency** |
| **Understanding (Listening + Reading)** | **Speaking** | **Writing** |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |

**References**

|  |
| --- |
| **Person to provide professional reference on my skills, competences, achievements, and conduct** |
|  |
| Forename and Surname |  |
| Role (*superior*) |  |
| Institution / Company |  |
| E-mail contact |  |
| Phone number |  |

**Motivation**

|  |
| --- |
| **Motivation statement** |
| This page provides you with an opportunity to explain your application – why do you think you fit the position and **why would you like to work at AMLA** – by including any additional information not mentioned in previous sections. (500 words maximum) |
| [type here] |

1. The languages of the EU are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish. [↑](#footnote-ref-1)
2. Language levels of the Common European Framework of Reference: <https://europass.europa.eu/en/common-european-framework-reference-language-skills> [↑](#footnote-ref-2)
3. Language levels of the Common European Framework of Reference: <https://europass.europa.eu/en/common-european-framework-reference-language-skills> [↑](#footnote-ref-3)