**APPLICATION FORM**

**Selection: HR Team Leader – Temporary Agent [AD 7 – AD 12]**

**Reference: AMLA/TA/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 | I work in an EU decentralised agency, in an EU executive agency or in an EU joint undertaking as a Temporary Agent 2(f) and I am employed in a function group and grade corresponding to the bracket [AD 7 – AD 12]. | YES | NO |
| 2 | If you answered question N° 1 with YES, please indicate your current grade. | AD ….. | |

Please proceed to the following section only if you have answered **YES** to the question N°1.

**Selection criteria**

**Essential criteria**

|  |  |  |
| --- | --- | --- |
| I have proven experience of at least 6 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] | | |

|  |  |  |
| --- | --- | --- |
| I have experience in strategic and operational HR management, in particular within an international/multicultural environment. | 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 financial management, control and supervision of budget execution of staff related expenditure. | 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 implementing EU Staff Regulations. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* | | |
| [type here] | | |

**Advantageous criteria**

|  |  |  |
| --- | --- | --- |
| I have knowledge of Sysper. | 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** (starting from the most recent one)

|  |  |  |
| --- | --- | --- |
| **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[[1]](#footnote-1)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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. Language levels of the Common European Framework of Reference: <https://europass.europa.eu/en/common-european-framework-reference-language-skills> [↑](#footnote-ref-1)