

# EUROPEAN PARLIAMENT

## **Guide for candidates in selection procedures organised by the European Parliament**

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# IMPORTANT INFORMATION

The European Parliament's online platform, APPLY4EP, is designed to optimise and speed up recruitment procedures.

APPLY4EP is the only way to apply for European Parliament recruitment opportunities. It is available at: <https://apply4ep.gestmax.eu>.

If you are interested in taking part in one or more selection procedures organised by the European Parliament, you must start by creating an account in APPLY4EP.

Once your account has been created, click on the 'Apply online' tab at the bottom of the competition notice and follow the instructions.

You can only create one account. However, you can update the information on the account. Before you apply, read the recruitment notice and this guide carefully.

Prepare all your supporting documents beforehand, as you will have to complete the application in one step.

## 1. INTRODUCTION

### *How selection procedures work*

This selection procedure consists of a series of stages in which candidates compete against one another; it is open to all EU citizens who, on the closing date for applications, meet the eligibility criteria, and it gives all candidates a fair opportunity to demonstrate their skills and results in selection on the basis of merit and equal treatment.

Successful candidates are placed on a list of suitable candidates, on which the European Parliament will draw in order to fill the post to which the recruitment notice applies.

For each selection procedure, a selection committee is appointed which consists of members representing the Administration and the Staff Committee. The proceedings of this selection committee are secret and are conducted in accordance with Annex III to the Staff Regulations of Officials of the European Union <sup>(1)</sup>.

Candidates may not under any circumstances approach the selection committee, either directly or indirectly. The appointing authority reserves the right to disqualify any candidate who disregards this instruction.

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<sup>(1)</sup> See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

The selection committee applies strictly the eligibility criteria set out in the recruitment notice when deciding whether or not each candidate should be admitted. Candidates admitted to a previous competition or selection procedure will not automatically be eligible.

In order to select the best candidates, the selection committee compares the candidates' performance with the aim of assessing their suitability to perform the duties described in the notice. This means that it must not only assess the candidates' knowledge, but also identify the best qualified individuals on the basis of their merit.

It should be noted that selection procedures take between four and six months, depending on the number of candidates.

## **2. STAGES IN SELECTION PROCEDURES**

Selection procedures comprise the following stages:

- receipt of application files,
- assessment of compliance with the general criteria,
- assessment of compliance with the specific criteria,
- assessment of qualifications,
- tests,
- list of suitable candidates.

### *Receipt of application files*

If you decide to apply, you must register online, carefully following every step leading to final electronic validation of your application. You must attach all the requisite supporting documents, preferably in PDF format, proving that you meet the general and specific criteria set out in the recruitment notice. You can only apply by registering online. You will no longer be able to apply after the closing date for applications.

### *Assessment of compliance with the general criteria*

The Talent Selection Unit will check to see if the application is admissible, in other words whether it has been submitted in accordance with the arrangements and by the deadline specified in the recruitment notice and whether the general eligibility criteria have been met.

Candidates will, therefore, be automatically eliminated if they:

- have not applied via APPLY4EP, or
- do not meet the general eligibility criteria.

Candidates will be individually informed by email after the closing date for applications if their application has been rejected.

A list of the candidates who meet the general criteria set out in the recruitment notice will be drawn up by the appointing authority and forwarded to the selection committee with their application files.

### *Assessment of compliance with the specific criteria*

The selection committee will consider the application files and draw up a list of candidates who meet the specific criteria set out in the recruitment notice. It will base its decisions solely on information given in the application form and substantiated by the supporting documents attached to it.

Applications must give full details of studies, training, knowledge of languages and, where relevant, professional experience, as follows:

- studies: the dates on which they began and ended and the nature of the diploma(s) obtained, as well as the subjects studied;
- any professional experience: the dates on which periods of professional experience began and ended and the precise nature of the duties performed.

Candidates who have published studies, articles or any other texts relevant to the duties set out in the job description should specify them on the application form.

Candidates who do not meet the specific eligibility criteria set out in the recruitment notice will be eliminated at this stage.

Candidates will be informed individually by email whether or not the selection committee has decided to admit them to the procedure.

### *Assessment of qualifications*

In order to select the candidates who are to be invited to the tests, the selection committee will assess the qualifications of those admitted to the selection procedure. It will base its decisions solely on information given in the application form and substantiated by supporting documents, preferably submitted in PDF format. The selection committee will base its work on criteria agreed in advance, taking account, in particular, of the qualifications specified in the recruitment notice.

Candidates will be informed individually by email whether or not the selection committee has decided to admit them to the tests.

### *Tests*

All the tests are compulsory and eliminatory. The maximum number of candidates who can be admitted to the tests is specified in the recruitment notice.

The tests taken by candidates who give up will not be marked.

### *List of suitable candidates*

The maximum number of candidates who may be included on the list of suitable candidates is set out in the recruitment notice. The list of successful candidates will be made public.

The inclusion of a candidate's name on the list of suitable candidates means that he or she may be called for interview by one of Parliament's departments, but it does not constitute either a right to, or a guarantee of, recruitment.

## **3. HOW TO APPLY**

### *General points*

Before applying, candidates should check carefully that they meet both the general and the specific eligibility criteria. They should, therefore, first study the recruitment notice and this guide and take due note of the requirements they set out.

Recruitment notices do not specify an upper age limit, but the Staff Regulations of Officials of the European Union set a retirement age.

**You must complete the application form online** and submit with it all the requisite supporting documents, preferably in PDF format. You will not be able to register once the deadline set in the recruitment notice has passed.

Documents sent other than as attachments to the online registration will not be taken into account.

If you who have a disability or your circumstances are such that they may need special accommodation during the tests (e.g. pregnancy, breastfeeding, health problems, medical treatment, etc.), you must specify this on the application form and provide any relevant information so that the Administration can take appropriate measures, where possible. If necessary, you should also include in your application details of any special arrangements that you think are needed to make it easier for you to take the tests.

Please note that you must send a certificate from your national authority or a medical certificate for your request to be taken into consideration. Your supporting documents will be examined so that reasonable arrangements can be made if needed.

### *How to submit the complete application file*

1. Apply online by following the link in the recruitment notice and carefully complete all the sections, in order.
2. Attach all the supporting documents required, numbering them and, preferably, converting them to PDF format first.
3. Validate your application by following the application instructions, before the deadline specified in the recruitment notice. Once your application has been validated, you cannot change it or add documents to it.

*Supporting documents to be attached to the application file*

### **General points**

The documents that you upload (preferably in PDF format) when registering do not need to be certified true copies.

References to websites will not be regarded as constituting documents for this purpose.

Printouts of pages from websites will not be regarded as certificates, although they may be attached purely to provide additional information.

**A curriculum vitae (CV) will not be considered a supporting document, even if you are asked to include one.**

You may not refer to entries or other documents already submitted in connection with previous applications.

### **Supporting documents for the general criteria**

No document is required at this stage to prove that candidates:

- are nationals of one of the European Union's Member States,
- enjoy full rights as citizens,
- have fulfilled any obligations imposed on them by the laws on military service,
- can produce the appropriate character references as to their suitability for the performance of their duties.

**Candidates must tick the 'declaration on honour' box.** By ticking the box, they declare on their honour that they meet the criteria and the information supplied is true and complete.

### **Supporting documents for the specific criteria and qualifications**

Candidates must provide the selection committee with all the information and documents it needs in order to verify the accuracy of the information given on the application form.

### **Diplomas and/or certificates attesting to the successful completion of studies**

Candidates must include in their online application copies, preferably in PDF format, of the diplomas or certificates attesting that they have completed studies of the level required by the recruitment notice.

The selection committee will take account of the different education systems in the European Union Member States.

In the case of post-secondary diplomas, the most detailed possible information must be provided, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection committee can assess the relevance of the diplomas to the duties to be performed.

In the case of diplomas relating to technical or vocational training, further training or specialisation courses, candidates must state whether the course was full time or part time or consisted of evening classes, as well as the subjects studied and the official duration of the courses. Please upload this information in one single document, preferably in PDF format.

### **Professional experience**

Professional experience will be taken into account only if it has been obtained more recently than the requisite diploma or qualification. The supporting documents must prove the **duration and level** of the professional experience and the nature of the duties performed must be described in as much detail as possible, so that the selection committee can assess the relevance of the experience to the duties to be performed. If you have more than one document relating to the same period of professional experience, you must upload them in one single document.

All periods of professional experience cited must be substantiated by supporting documents, for example:

- statements from former employers and your current employer certifying that you possess the professional experience required for admission to the selection procedure;
- if, for reasons of confidentiality, you cannot attach such statements, you *must* attach, in their place, photocopies of your employment contract or a letter of recruitment and both your first and your most recent salary statement;
- where the work has not been performed on behalf of an employer (as a self-employed person, member of the liberal professions, etc.), invoices detailing the services provided, or any other relevant official supporting document, will be accepted as evidence.

## **4. COMMUNICATION**

It is your responsibility as a candidate to ensure that the duly completed online application, with all the requisite supporting documents attached, is validated in APPLY4EP before the deadline specified in the recruitment notice.

**Applications submitted by any means other than APPLY4EP will not be considered. There is no need, therefore, to send your application by registered or ordinary post. The Talent Selection Unit will also not accept applications which are submitted in person.**

An email generated by APPLY4EP will be sent to confirm the receipt of every application submitted properly.

All European Parliament correspondence concerning this selection procedure, including invitations to the tests, will be sent by email to the address given on the application form.

Candidates are responsible for regularly checking their email and updating their account in the event that their personal information changes.

In order to maintain the independence of the selection committee, candidates may not under any circumstances approach the committee themselves, directly or indirectly; if they do so, they may be disqualified.

Correspondence for consideration by the selection committee and requests for information or other correspondence concerning the procedure must be sent via your account. .

## **5. GENERAL INFORMATION**

### *Equal opportunities*

The European Parliament is careful to avoid any form of discrimination.

It is an equal-opportunities employer and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

### *Requests from candidates for access to information concerning them*

Candidates have a specific right of access to certain information concerning them directly and individually, as described below. The European Parliament may therefore supply the following additional information to a candidate on request:

- a) candidates who are not among those invited to the written tests may, on request, obtain a copy of the evaluation sheet concerning their qualifications. Requests must be made within one month of the date on which the email notifying the decision was sent;
- b) candidates who are not successful in the written tests and/or who are not among those invited to the oral tests may, on request, obtain a copy of their test papers as well as a copy of their personal evaluation sheet with the selection committee's remarks on their performance. Requests must be made within one month of the date on which the email notifying the decision was sent;
- c) candidates who are invited to the oral tests but whose names do not appear on the list of suitable candidates will not be informed of their results in the tests until the list of suitable candidates has been drawn up by the selection committee. They may, on request, obtain a copy of their written test paper and, for each of the written and oral tests, a copy of their personal evaluation sheet setting out the selection committee's remarks on their performance. Requests must be made within one month of the date on which the email notifying the decision not to include their name on the list of suitable candidates was sent;
- d) candidates placed on the list of suitable candidates will be informed only of the fact that they have passed the selection procedure.



Requests will be dealt with in accordance with the requirement for selection committee proceedings to be secret, as laid down in the Staff Regulations of Officials of the European Union (Annex III, Article 6) and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

### *Protection of personal data*

The European Parliament, as the body responsible for organising selection procedures, ensures that candidates' personal data are processed in strict compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union bodies, offices and agencies and the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (*Official Journal of the European Union L 295 of 21 November 2018*).

### *Travel and subsistence expenses*

A contribution will be made towards the travel and subsistence expenses of candidates invited to the tests. Candidates will be given details of the procedure and the rates applicable in the letter inviting them to the tests.

**The address given on the application form will be considered the place from which the candidate departs to attend the tests to which he or she has been invited. A change of address notified by a candidate after the European Parliament has sent the invitations to the tests will not be taken into consideration, unless Parliament considers that the circumstances invoked by the candidate amount to force majeure or are wholly exceptional.**

## ANNEX I

### Indicative guide to qualifications giving access to selection procedures for Function Group AST

COUNTRY	Secondary education <sup>1</sup> (giving access to post-secondary education)	Post-secondary education (non-university higher education or short university course lasting at least two years)
<b>Belgique – België – Belgien</b>	Certificat de l'enseignement secondaire supérieur (CESS) / Diploma secundair onderwijs / Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES) / Getuigschrift van hoger secundair onderwijs / Diplôme d'enseignement professionnel / Getuigschrift van het beroepssecundair onderwijs	Candidature - Kandidaat Graduat - Gegradueerde Bachelier (dit «professionnalisant» ou de «type court»)/ Professioneel gerichte Bachelor — 180 ECTS
<b>България</b>	Диплома за средно образование / Свидетелство за зрелост / Диплома / Диплома за завършено средно образование / Диплома за средно специално образование	Специалист по ...
<b>Česká republika</b>	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)
<b>Danmark</b>	Bevis for: Studentereksamen Højere Forberedelseksamen (HF) / Højere Handelseksamen (HHX) / Højere Afgangseksamen (HA) / Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)
<b>Deutschland</b>	Allgemeine Hochschulreife / Abitur / Fachgebundene Hochschulreife / Fachhochschulreife / Hochschulzugang für beruflich Qualifizierte	
<b>Eesti</b>	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta
<b>Éire/Ireland</b>	Ardteistiméireacht Grád D3 i 5 ábhar / <i>Leaving Certificate Grade D3 in 5 subjects</i> / Gairmchlár na hArdteistiméireachta (GCAT) / <i>Leaving Certificate Vocational Programme (LCVP)</i>	Teastas Náisiúnta / <i>National Certificate / Céim Bhaitsiléara / Ordinary Bachelor Degree</i> / Diplóma Náisiúnta (ND, Dip.) / <i>National Diploma (ND, Dip.)</i> / Dámhachtain Ardteastas Ardoideachais (120 ECTS) / <i>Higher Certificate (120 ECTS)</i>
<b>Ελλάδα</b>	α) Απολυτήριο Γενικού Λυκείου β) Απολυτήριο Κλασικού Λυκείου γ) Απολυτήριο Τεχνικού — Επαγγελματικού Λυκείου δ) Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου / Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου / Απολυτήριο Γενικού Λυκείου / Απολυτήριο Επαγγελματικού Λυκείου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)
<b>España</b>	Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU) / Bachillerato	Técnico superior / Técnico especialista

<sup>1</sup> Access to function group AST is subject to a further condition of having acquired appropriate professional experience of at least three years.

<b>France</b>	Baccalauréat / Diplôme d'accès aux études universitaires (DAEU) / Brevet de technicien	Diplôme d'études universitaires générales (DEUG) / Brevet de technicien supérieur (BTS) / Diplôme universitaire de technologie (DUT) / Diplôme d'études universitaires scientifiques et techniques (DEUST)
<b>Italia</b>	Diploma di scuola secondaria superiore (diploma di maturità o esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore)	Certificato di specializzazione tecnica superiore/attestato di competenza (4 semestri) Diploma di istruzione e formazione tecnica superiore (IFTS) / Diploma di istruzione tecnica superiore (ITS) Diploma universitario (2 anni) Diploma di Scuola diretta a fini speciali (2 anni)
<b>Κύπρος</b>	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) / Higher Diploma
<b>Latvija</b>	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību
<b>Lietuva</b>	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas
<b>Luxembourg</b>	Diplôme de fin d'études secondaires et techniques	Brevet de technicien supérieur (BTS) / Brevet de maîtrise / Diplôme de premier cycle universitaire (DPCU) / Diplôme universitaire de technologie (DUT)
<b>Magyarország</b>	Gimnáziumi érettségi bizonyítvány / Szakközép-iskolai érettségiképesítő bizonyítvány / Érettségi bizonyítvány	Bizonyítvány felsőfokú szakképesítésről
<b>Malta</b>	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) / Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including systems of knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 / 2 A Levels (passes A-E) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma
<b>Nederland</b>	Diploma VWO / Diploma staatsexamen (2 diploma's) / Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) / Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)
<b>Österreich</b>	Matura/Reifeprüfung Reife-und Diplomprüfung Berufsmatura	Kollegdiplom Akademiediplom
<b>Polska</b>	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej
<b>Portugal</b>	Diploma de Ensino Secundário/ Certificado de Habilitações do Ensino Secundário	
<b>Republika Hrvatska</b>	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Associate degree Graduate specialist Stručni Pristupnik / Pristupnica
<b>România</b>	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învătământ preuniversitar

<b>Slovenija</b>	Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu)	Diploma višje strokovne šole
<b>Slovensko</b>	vysvedčenie o maturitnej skúške	absolventský diplom
<b>Suomi/ Finland</b>	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus – Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrkesexamen på andra stadiet) Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå
<b>Sverige</b>	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1– 3 år
<b>United Kingdom</b>	General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E) BTEC National Diploma General National Vocational Qualification (GNVQ), advanced level Advanced Vocational Certificate of Education, A level (VCE A level)	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) and Scottish Vocational Qualifications (SVQ) level 4

## ANNEX II

### REQUESTS FOR REVIEW – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Candidates who consider that a decision has adversely affected them may request a review of the decision, launch an appeals procedure or lodge a complaint with the European Ombudsman <sup>(2)</sup>.

#### Requests for review

Candidates may ask the selection committee to review its decision when it has decided:

- not to admit them to the selection procedure
- not to invite them to the written test and
- not to invite them to the oral tests.

The selection committee will not review its decision not to include candidates on the list of suitable candidates.

Duly substantiated requests for review must be sent via the APPLY4EP platform within **10 calendar days** of the date on which the email notifying candidates of the decision was dispatched. A reply will be sent to them as soon as possible.

#### Appeals

- Candidates may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union<sup>(3)</sup>, which should be addressed to:

The Secretary-General  
European Parliament  
Konrad Adenauer Building  
2929 Luxembourg  
LUXEMBOURG

This option is available at all stages of the selection procedure.

Selection boards enjoy a broad measure of discretion and independently arrive at decisions that cannot be changed by the Appointing Authority. That broad measure of discretion is subject to review only in the event of a clear violation of the rules governing their work. A decision by a selection committee may, therefore, be challenged directly in the General Court of the

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<sup>(2)</sup> Complaints, appeals or referral to the European Ombudsman will not interrupt the work of the selection committee.

<sup>(3)</sup> See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations of Officials of the European Union.

Candidates may submit an appeal to the:

General Court of the European Union  
2925 Luxembourg  
LUXEMBOURG,

under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Union.

This option is available only for decisions taken by the selection committee.

Appeals to the General Court of the European Union against administrative decisions denying admission to a selection procedure on the grounds that the application does not meet the eligibility criteria set out in Section B.1. of the notice may only be made if a complaint as referred to above has first been lodged.

Appeals to the General Court of the European Union may be made only through a lawyer authorised to practise before a court of a Member State of the European Union or of the European Economic Area.

The time limits laid down in Articles 90 and 91 of the Staff Regulations of Officials of the European Union which apply to these two types of appeal start to run either from the date of notification of the original decision adversely affecting you or, only in the case of a request for a review, from the date you are notified of the selection committee's original reply to the request.

### **Complaints to the European Ombudsman**

Candidates, like any citizen of the European Union, can make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman – BP 403  
67001 STRASBOURG CEDEX  
FRANCE,

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994).

Candidates should note that complaints lodged with the Ombudsman have no suspensive effect on the time limit laid down in Article 91 of the Staff Regulations of Officials of the European Union for lodging appeals with the Court of Justice of the European Union under Article 270 of the Treaty on the Functioning of the European Union.