Guide for candidates
Database in the area of buildings (function group IV)

To apply for inclusion in this database, you must have an account on the APPLY4EP platform. Applications can only be submitted via that platform.

Creating an account

You can only create one account.

To create your account, go to the https://apply4ep.gestmax.eu page and read the information set out there carefully.

Apply

Click first on *Apply online*. Enter all the mandatory items of information indicated with an asterisk.
Then click on *Next*. Upload your curriculum vitae in Europass format and complete the declarations.
Finally, click on *Next* and complete all the mandatory sections of the application form indicated by an asterisk.

In the *Duties* field for your professional experience, you must start by entering the code 'INText' if you have acquired experience outside your home country or in an international organisation, followed by a detailed description of the duties you performed. You must upload all the relevant documents (e.g. certificates from former employers, letters of appointment, job descriptions, contracts, pay slips, etc.) in a single pdf document.
To add details of another period of professional experience, click on *Do you want to add other periods of experience*? You can add up 12 periods of professional experience.

Enter details of the secondary education diplomas and university qualifications you hold, the appropriate grade in Latin, and the final mark you achieved in the field headed *Title of the diploma*.

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

Check your account regularly. Make sure you keep your registered contact details, including your phone number and email address, up to date. Recruiting services may try to contact you by telephone or email. You can update your contact details by going to *My account*.

Equal opportunities

The European Parliament takes great care 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.

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 institutions, bodies, offices and agencies and on 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, 21 November 2018)*, particularly as regards confidentiality and security.

SPECIAL CODES

The codes below (e.g. [PIfir], idem in all languages) are meant to enable identifying candidates with specific, technical skills. Candidates are requested to use these codes in their application (if applicable, under "Professional Experience" and/or "Education and Training") to highlight certain skills when describing professional experiences and/or education and training. Candidates may use several codes depending on their background.

Building Management - Engineer / Architect - FG IV

> **<u>Building Management – Project</u> - Specialisation codes to use, if applicable:**
> - [PIfir] Fire safety infrastructure
> - [PIbms] Building Management system
> - [PBprm] Building project management
> - [PBIM] BIM management

> **<u>Building Management - Maintenance/Facility Management</u> - Specialisation codes to use, if applicable:**
> - [MArch] Architecture
> - [MRef] Refurbishment and finishing
> - [MIfir] Fire safety infrastructure
> - [MIbms] Building Management system
> - [MBIM] BIM management

Examples illustrating the use of the codes referred to under 'Applications':

Professional experience

List and describe your relevant experience starting with the most recent.

Start *	01/09/2000
Ongoing experience	☑
Name of the employer *	European Commission
Address of the employer *	Rue de la Loi 170, 1040 Brussels, Belgium
Job title *	Engineer, electrician
Job content *	Plfir, Plbms, Mlfir Staff member responsible for fire safety in a ... building / a building of ... and for management of the ...
Supporting document *	SELECT FILE
Do you wish to add more professional experience? *	- No selection -

Diplomas

Please indicate your highest education level. Other diplomas can be added.

Level of diploma *	Master
Title of diploma *	Master of Science in Electrical Engineering
Field of diploma *	Architecture and building
Date diploma obtained *	30/6/1999
Copy of diploma *	SELECT FILE
Would you like to add other diplomas ? *	- No selection -
Publications	