

## **Guide for candidates**

### **Database in the area of buildings (function group II)**

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. [TRef], 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.**

### **Logistics and technical agent - FG II**

#### **Specialisation codes to use, if applicable:**

- [TRef] Refurbishment and finishing
- [TGcad] Graphic support computer assisted design
- [TGbim] Graphic support building information modelling

## Examples illustrating the use of the codes referred to under ‘Applications’:

Your account	Declarations	Application form
--------------	--------------	------------------

---

### Professional experience

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

Start *	01/01/2015
Ongoing experience	<input checked="" type="checkbox"/>
Name of the employer *	European Commission
Address of the employer *	Rue de la Loi 170, 1040 Brussels, Belgium
Job title *	Engineer
Job content *	<u>TGcad, TGbim</u> Official responsible for coordination, technical and administrative monitoring of signage projects. Technical draftsman responsible for checking technical plans.
Supporting document *	<input type="button" value="SELECT FILE"/>
Do you wish to add more professional experience? *	- No selection - <input type="button" value="v"/>

### Diplomas

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

Level of diploma *	University education of four years <input type="button" value="v"/>
Title of diploma *	Engineering degree
Field of diploma *	Engineering <input type="button" value="v"/>
Date diploma obtained *	01/09/1999
Copy of diploma *	<input type="button" value="SELECT FILE"/>
Would you like to add other diplomas ? *	- No selection - <input type="button" value="v"/>
Publications	