

Guide

Innovation and change management database

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.

Click 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, and then give 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 document, preferably in pdf format**.

To add details of another period of professional experience, click on *Do you want to add other periods of experience?* You can add up to 12 periods of professional experience.

Enter details of the secondary education diplomas and university qualifications you hold, the relevant 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 the *My account* tab.

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.

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*).

[Examples illustrating the use of the codes referred to under 'Applications'](#).

Your account	Declarations	Application form
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Professional experience

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

Start *	<input type="text" value="01/01/2020"/>
Ongoing experience	<input type="checkbox"/>
End *	<input type="text" value="30/05/2020"/>
Name of the employer *	<input type="text" value="European Court of Auditors"/>
Address of the employer *	<input type="text" value="Rue A de Gasperi, L-1699 Luxembourg"/>
Job title *	<input type="text" value="Trainee"/>
Job content *	<input type="text" value="INText
Trainee in the audit unit responsible for agricultural expenditure.
Participation in 5 missions (France, Belgium and Austria)"/>
Supporting document *	<input type="button" value="SELECT FILE"/>
Do you wish to add more professional experience? *	<input type="text" value="- No selection -"/>

Diplomas

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

Level of diploma *	<input type="text" value="Master"/>
Title of diploma *	<input type="text" value="Master's degree in human resources management - Cum laude 76/100"/>
Field of diploma *	<input type="text" value="Administration and Management"/>
Date diploma obtained *	<input type="text" value="01/09/2019"/>
Copy of diploma *	<input type="button" value="SELECT FILE"/>
Would you like to add other diplomas? *	<input type="text" value="- No selection -"/>
Publications	<input type="text"/>

