Certification 2024/2025

Guide for applicants

Thank you for your interest in the certification procedure. You must submit your application exclusively via the Apply4EP platform. Follow the three steps below to apply.

1. **Check the call for applications on the online platform** Apply4EP **(https://apply4ep.gestmax.eu/employee/search/index/lang/en_US) and click the "Apply online" button at the bottom of the page to start the application process**

You must read carefully the call and this Guide for applications on Apply4EPbefore commencing the application process.

2. **Connect using your login or Create an account**

Note:
- To be able to submit your application, you need an Apply4EP account. You may need to create one *or* you may already have one if you have previously participated in one of **Parliament's competitions or selection procedures.** In order to create an account in Apply4EP, click on 'Apply online' at the bottom of the call for applications and follow the instructions. You can only have ONE Apply4EP account. If you have two or more accounts, you will be disqualified from the procedure(s) in which you are taking part (regardless of the stage of the selection procedure(s)).
- If you already have an account, log in and proceed with the application.
- Your Apply4EP profile is linked to an email address. We advise you to use your nominative European Parliament email address.

3. **Fill in the online form and upload the documents required: (CV, motivation letter, diplomas and education certificates)**

Note: If you leave the page without saving it before you have finalised your application or if the session on Apply4EP times out (max. 120 minutes), you will lose the information you have uploaded and you will have to start again. Please make sure that you prepare in advance all the supporting documents to be attached to the application.

Note: Your CV should be in the Europass format (https://europa.eu/europass/en).

Please bear in mind that the motivation letter will help the COPAC to assess your writing skills. You can draft your motivation letter in English or French **as long as the chosen language is not your main language** ("Main language" as indicated in the HRM portal (Streamline). The motivation letter should not exceed 600 words. An applicant who drafts their motivation letter in their main language will be excluded from the certification procedure.

You must attach to your application a printout of the following HRM Portal (Streamline) screen: Data consultation - IDENTITY - My data - Birth. You can use your computer's snipping tool or the screenshot function for this purpose. Please note that the following information on the page 'My data' is NOT required: Civil status, Address, Private information.

The Apply4EP platform supports the upload of documents up to 5 MB per file in the following formats: DOC, DOCX, GIF, JPG, TXT, PDF, PNG, and RTF. It is your responsibility to provide documents of readable quality.

Once you have validated your application, you will not be able to make any changes or add any documents.

Important note on the deadline for the submission of applications

You will not be able to submit your application after the deadline indicated in the call for applications. You are strongly urged not to wait until the last day before applying. The European Parliament cannot be held responsible for any last-minute technical malfunction, which may be due to the system being overloaded.