



Directorate-General for Personnel
Directorate for HR Development
Talent Selection and Outreach Unit

APPLY4EP How to Apply

EN

TALENT SELECTION AND
OUTREACH UNIT

email: PERS-APPLY4EPContacts@europarl.europa.eu

INTRODUCTION

The European Parliament is a multinational, multilingual and multicultural organisation, with staff from all over Europe.

As European Parliament staff, we empower Members of the European Parliament (MEPs) for a resilient and effective European democracy.

This manual is written to guide and support all those who want to apply for a competition or selection procedure for a position in the European Parliament.

You can only apply via our platform APPLY4EP <https://apply4ep.gestmax.eu>. On the APPLY4EP platform, you can apply for all current European Parliament-specific career opportunities and you can also submit a spontaneous application.

Internal candidates, those already working in the European Parliament, can apply for internal competitions via the internal platform of APPLY4EP <https://apply4ep.gestmax.eu/employee/search.1>

GETTING STARTED

For external candidates, APPLY4EP provides a list of vacancies published in the 24 official languages of the European Union. To change the display language, click in the top right-hand corner.

The screenshot displays the APPLY4EP website interface. At the top, there is a navigation bar with the European Parliament logo and the text 'EUROPEAN PARLIAMENT talent selection unit'. The main navigation menu includes 'Recruitment notices', 'Spontaneous application', 'Ongoing selection procedures', and 'My account'. The 'Recruitment notices' section is highlighted. Below the navigation bar, the main heading 'Recruitment notices' is displayed. A job listing is shown for 'TEMPORARY STAFF MEMBER ASSISTANT IN RELATIONS WITH NATIONAL AUTHORITIES (AST 5) (FEMALE OR MALE) M/F'. The listing includes the publication end date '23/12/2020 12:00' and the location 'Office of the Secretary-General - Brussels'. A 'SEE NOTICE' button is visible. Below the job listing, it says 'Results 1 - 1 of 1'. At the bottom of the page, there is a link for 'Legal notices and credits'. On the right side, a language dropdown menu is open, showing a list of 24 languages: English, Italian, French, German, Dutch, Spanish, Portuguese, Hungarian, Polish, Swedish, Finnish, Slovenian, Slovak, Romanian, Maltese, Lithuanian, Latvian, Croatian, Irish, Greek, Estonian, Danish, Czech, and Bulgarian.

Candidates already working in the European Parliament can choose their preferred display language (English, French or German) via the EP intranet (<https://epintranet.in.ep.europa.eu/home/browse-as/human-resources/career/competitions-vacancies/notices-competitions.html>).

¹ Please note that also open competition notices and recruitment notices are published in the EP staff version of Apply4EP. Veuillez noter que tous les avis de concours et de recrutement sont publiés dans la version de Apply4EP réservée aux membres du personnel du PE. Bitte beachten Sie dass auch die Bekanntmachungen allgemeiner Auswahlverfahren und die Stellenausschreibungen in der Apply4EP-Version veröffentlicht werden, die den Bediensteten des Europäischen Parlaments vorbehalten ist.

YOUR ACCOUNT

If you are interested in taking part in one or more selection procedures or competitions organised by the European Parliament, you must start by creating a personal account. Once created, you can then use your account to apply for the current and future selection procedures or competitions that interest you.²

To create an account, you have to apply for a selection procedure or competition **after having read the notice** by clicking on the APPLY ONLINE tab that you will find at the end of the notice.

APPLY ONLINE

[← Back to the list](#)

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)/competition(s)).

You must indicate an email address, create a solid password and complete all fields marked with an asterisk (*).

You need to choose the language of notification between English, French and German. This is the language in which you will receive the invitations and the results of the selection procedure(s) or competition(s) for which you have applied.

If you have more than one EU nationality, please indicate only one.

Make sure you keep your contact details (telephone number, email address and home address) up to date. This is important, as recruiters may need to contact you by telephone or email (see Candidate area).

NEW REGISTRATION

All fields marked with an (*) are mandatory

Email *

Email confirmation *

Password *

The password must have at least 8 characters, including at least 2 digit.

Confirm password *

Language of notification *

The language of notification is the language in which you will receive notifications from the European Parliament concerning your application (admission/non-admission, invitation to tests, results, etc.).

Title *

Last name *

First name *

Address *

² or Call for Expression of Interest (Establishment of a database)

Postcode *

City *

Country *

Eligible citizenship *

- Austria
- Belgium
- Bulgaria
- Croatia

Please note that only citizens of the European Union Member States are eligible for a post within the European Parliament.

Phone number *

(ex: "+33 1 15655654", ...)

Other phone number

(ex: "+33 1 15655654", "+49 231 5860870", ...)

[NEXT STEP](#)

If you already have an account, you can log in with your email and password.

ALREADY REGISTERED

Email

Password

[LOGIN](#) [FORGOT YOUR PASSWORD?](#)

YOUR APPLICATION

Your application file will be used to evaluate your eligibility to be admitted to a selection procedure or competition. Therefore, before applying for a selection procedure or a competition, please:

- Carefully read the recruitment/competition notice and the guide for candidates, which is an integral part of the notice.
- Take note of the criteria set out in the recruitment/competition notice regarding education, professional experience and language skills. You are invited to apply for positions for which you meet the eligibility criteria.
- **Prepare all your supporting documents in advance.**
- Highlight the salient points of your background in relation to the job description. The more time and thought allotted to putting the application together, the more precise and effective the application is likely to be.
- Note that **your CV is not considered as a supporting document** to prove professional experience or educational qualification.
- Ensure the information in your application file is precise and correct.

The application process is divided into three steps.

The **first step** concerns your personal data. If you already have an account, please enter your account details. If you do not have an account yet, you will need to create one by uploading your CV under the section "Otherwise, upload your CV below" and by clicking "Next". This will start the application process.

ALREADY REGISTERED

Email

Password

[LOGIN](#) [FORGOT YOUR PASSWORD?](#)

OTHERWISE, UPLOAD YOUR CV BELOW :

All fields marked with an (*) are mandatory.

CV *

Maximum file size per file: 5120 KB, allowed formats: .doc, .docx, .gif, .jpg, .txt, .pdf, .png, .rtf

[NEXT](#)

In the **second step**, you are asked to upload your CV.

Apply for the vacancy (Step 2 / 3)

ONLY THE CV

Your account **Declarations** Application form

All fields marked with an (*) are mandatory

Attached files

Maximum file size: 3072 KB, allowed formats: .doc, .docx, .gif, .jpg, .txt, .pdf, .png, .rtf

CV select *

The first CV you upload is the CV that APPLY4EP will use by default for **all** your APPLY4EP applications. If you want to change your CV, you must go to your account and change it there (see Candidate area).

External candidates are also asked to make some declarations at this stage.

Attached files

Maximum file size: 3072 KB, allowed formats: .doc, .docx, .gif, .jpg, .txt, .pdf, .png, .rtf

CV title

Upload a CV *

I understand that the decisions of the selection board are based solely on the supporting documents provided by candidates with their application form. *

I further declare on my word of honour that:
a) I am a national of one of the Member States and enjoy full rights as a citizen; b) I have fulfilled any obligations imposed on me by the laws concerning military service; c) I meet the character requirements for the duties involved. *

I understand that any false statement may lead to the cancellation of my application or, where appropriate, compulsory resignation in accordance with Article 49 of the Staff Regulations or the termination of my contract under Article 50 of the Conditions of Employment of Other Servants of the European Union. *

[PREVIOUS STEP](#) [NEXT STEP](#)

In the context of internal competitions, candidates are asked to upload documents from Streamline (HRM Portal).

If the notice requires you to fill in a declaration (form), it must be duly completed in accordance with the notice and uploaded in the 'Declaration' field provided for this purpose when submitting your online application form. For the linguist profiles, and if stipulated in the notice, you must provide proof of knowledge of your third and, possibly, other languages, which must in each case be one of the 24 official languages of the European Union, by completing the talent evaluator and specifying the level of knowledge.

The **third step** is the application form itself. There are three main sections to the application form: **professional experience, education and languages.**

Professional experience

- Complete the fields with your professional experience that is **relevant to the selection procedure/competition for which you are applying.**
- Start by listing your most recent experience and by giving the details. Then proceed in reverse chronological order (i.e. 2nd most recent professional experience relevant to the position, then the 3rd most recent, etc.).
- You can indicate a maximum of 13 relevant professional experiences.

Professional experience

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

Start *

Ongoing experience

End *

Name of the employer *

Address of the employer *

Job title *

Job content *

Professional experience

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

Start *

Ongoing experience

End *

Name of the employer *

Address of the employer *

Job title *

Job content *

Supporting document *

Do you wish to add more professional experience? *

- No selection -

No

Yes, I wish to add 1 item

Yes, I wish to add 2 items

Yes, I wish to add 3 items

Yes, I wish to add 4 items

Yes, I wish to add 5 items

Yes, I wish to add 6 items

Yes, I wish to add 7 items

Yes, I wish to add 8 items

Yes, I wish to add 9 items

Yes, I wish to add 10 items

Yes, I wish to add 11 items

Yes, I wish to add 12 items

- No selection -

Education

- Please ensure that you include all educational establishments, listing clearly the academic credentials (degrees, diplomas and certificates) conferred.

- Diplomas, whether issued in a Member State or in a non-EU country, must be recognised by an official body of an EU Member State, such as the ministry of education.
- You can add to a maximum of 6 academic credentials to your application form.

Diplomas

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

Level of diploma *

Title of diploma *

Field of diploma *

Date diploma obtained *

Copy of diploma *

Would you like to add other diplomas ? *

Publications

Do you have a physical disability or are your personal circumstances such that they might give rise to problems during the tests (e.g. you are pregnant, are breastfeeding, or have

It is important to complete all information about your education and work experience accurately. This information will be used for evaluating your eligibility and to determine whether you will be admitted to the selection procedure or competition for which you have applied.

Languages

You must indicate your language 1 and your language 2 and any other languages you know. For linguistic profiles, you might be asked to indicate your languages 3 and 4.

Languages

Language 1 *

Level of language 1 *

Please consult the common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Supporting document

Language 2 *

Level of language 2 *

Please consult the common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Supporting document

Other languages

English
 French
 German
 Bulgarian
 Croatian
 Danish
 Spanish
 Estonian
 Finnish
 Greek
 Hungarian
 Irish
 Italian
 Latvian
 Lithuanian
 Maltese
 Dutch
 Polish
 Portuguese
 Romanian
 Slovak
 Slovenian
 Swedish
 Czech

Maximum 3 languages.

Supporting documents

- You must upload supporting documents to prove the education and professional experience entries you have made as part of the application.
- Your CV is not considered a supporting document that proves professional experience or educational qualification.
- APPLY4EP allows you to upload one document of a total maximum of 5 MB for each professional experience and for each academic degree/diploma/certificate you list.

Professional experience

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

| | |
|--|---|
| Start * | <input type="text" value="dd/mm/yyyy"/> |
| Ongoing experience | <input type="checkbox"/> |
| End * | <input type="text" value="dd/mm/yyyy"/> |
| Name of the employer * | <input type="text"/> |
| Address of the employer * | <input type="text"/> |
| Job title * | <input type="text"/> |
| Job content * | <input type="text"/> |
| 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="- No selection -"/> |
| Title of diploma * | <input type="text"/> |
| Field of diploma * | <input type="text" value="- No selection -"/> |
| Date diploma obtained * | <input type="text" value="dd/mm/yyyy"/> |
| Copy of diploma * | <input type="button" value="SELECT FILE"/> |
| Would you like to add other diplomas ? * | <input type="text" value="- No selection -"/> |

And finally...

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 problems caused by the system being overloaded.

You can apply for a specific selection procedure or competition only once. Please make sure that the information in your application file is complete and correct, as it is not possible to modify it or to add a document once it has been submitted.

If you leave the page without saving 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.

Once you consider you application is complete and correct, please submit it.

PREVIOUS STEP

SAVE

SUBMIT APPLICATION NOW

We wish you every success!

CANDIDATE AREA

Once you have created your account you can go to your candidate area via <https://apply4ep.gestmax.eu/account/login>.



Welcome to your candidate area

WHAT DO YOU WANT TO DO?

- Update my account or change my password
- Search our current job offers and/or reply to a vacancy
- View my previous applications
- View my alerts
- Log out
- Manage my CVs
- Send a spontaneous application
- View my received messages and reply online
- Delete my account


In this section, you can manage your account. In particular, you can

- update your data (telephone number, email address), as a member of Parliament’s HR staff may try to contact you by telephone or email; and
- manage your CVs. The first CV you upload is considered to be your default CV. The default CV cannot be deleted without uploading another CV and choosing that one as the "default" version.

Declarations

CV file 1

★ **Default CV** ✖ DELETE

CV title
CV file  This is your CV by default first CV [CV.docx](#)

Last update 29/12/2020 11:55


Applications using this CV 0

New CV

Maximum file size: 3072 KB, allowed formats: .doc, .docx, .gif, .jpg, .txt, .pdf, .png, .rtf

CV title

Upload a new CV *

UPLOAD CV 

Upload a second CV

SELECT FILE

No file chosen

Declarations

CV file 1

★ Default CV ✖ DELETE


CV title
CV file And this one you can delete it or keep it First CV [CV.docx](#)

Last update 05/01/2021 13:53

Applications using this CV 0

CV file 2

★ **Default CV** ✖ DELETE

CV title
CV file  This is one is now by default Second CV [CV long.docx](#)

Last update 05/01/2021 13:53

Applications using this CV 0

New CV

Maximum file size: 3072 KB, allowed formats: .doc, .docx, .gif, .jpg, .txt, .pdf, .png, .rtf

AREA FOR SUCCESSFUL CANDIDATES

If you are a successful candidate in a competition or in a selection procedure for the recruitment of officials, you will be granted access to the Area for successful candidates, where job vacancies are published.

PERSONAL DATA

The European Parliament, as the body responsible for organising selection procedures and competitions, 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).

See <https://apply4ep.gestmax.eu> - Privacy policy.

CONTACTS

Should you encounter any technical problems please contact us at:
PERS-Apply4EPContacts@ep.europa.eu.