



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

APPLY4EP How to Apply

En

TALENT SELECTION
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 (MEP's) 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.

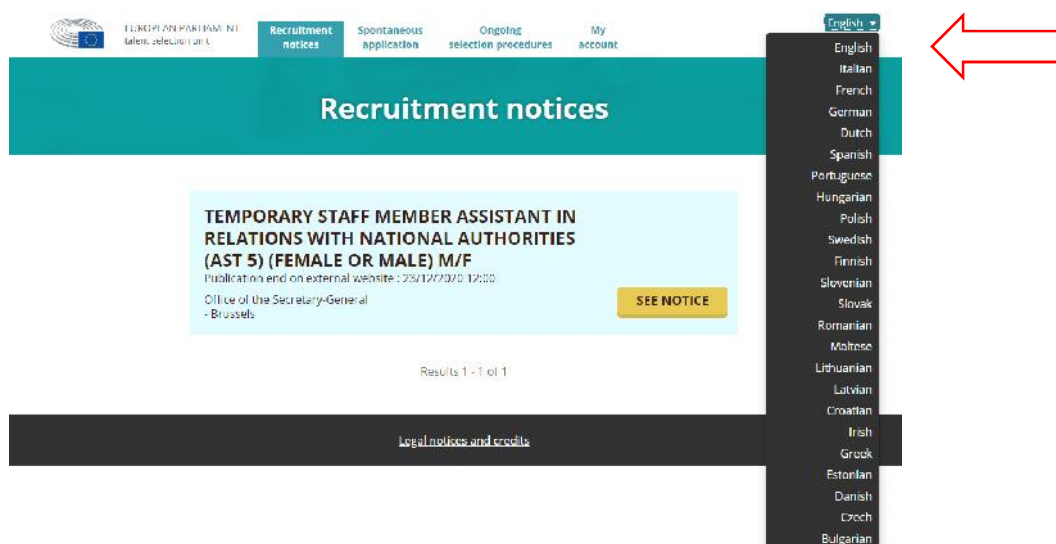
You can only apply via our platform APPLY4EP <https://apply4ep.gestmax.eu>. On the APPLY4EP platform, you can find and apply for all current European Parliament-specific career opportunities and you can also make a spontaneous application.

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

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.



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>



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.

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



You can only have ONE APPLY4EP account. If you are found to have two or more accounts, you will be eliminated from the procedure(s) in which you are taking part (regardless of the stage of the selection procedure(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 of procedure(s) or competition(s) for which you apply.

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

Make sure you keep your registered contact details (telephone number, e-mail address and home address) up to date. This is important, as recruiters may need to contact you by telephone or e-mail (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 *

Postcode *

City *

Country *

Eligible citizenship *

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 5860570", ...)

[NEXT STEP](#)

If you already have an account, all you need to do is to log in with your email and password

ALREADY REGISTERED

Email

Password

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

YOUR APPLICATION

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

- 1) Carefully read the recruitment/ competition notice and the Guide for candidates, which is an integral part of the notice.
- 2) 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 at least meet these criteria.

-) **Prepare all your supporting documents in advance, as you must apply in one sitting and cannot currently save your application for later.** If you change page you will lose your information and start all over again.
-) Highlight the salient points of your background in relation to the Nature of the duties. 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** that proves professional experience or educational qualification.
-) Ensure the information in your application is precise and correct.

The Application 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. (see above)

ALREADY REGISTERED

Email

Password

[FORGOT YOUR PASSWORD?](#)

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.). It must be the same as the language 2 you choose when you register.

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

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 applicants 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 *

SELECT FILE

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

Internal applicants, already working for European Parliament, must upload documents from Streamline.

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 “professional experience” fields with your professional experience that is **relevant to the selection procedure for which you are applying.**
-) Start by listing your most recent experience and detailing the position held. 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.

Apply for the vacancy (AST 3) M/F (Step 3 / 3)

Your account

Declarations

Application form

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"/>

Professional experience

List and describe your relevant experience starting with

Start *
Ongoing experience
End *
Name of the employer *
Address of the employer *
Job title *
Job content *

- 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 -

Supporting document *

Do you wish to add more professional experience? *

Education

-) Please ensure that you include all educational establishments, listing clearly the academic credentials (degrees, diplomas and certificates) conferred.
-) Academic credentials whether issued by educational establishments in EU or non-EU countries, must be recognised by official EU Member State's competent authorities.
-) You can add to a maximum of 6 academic credentials to your application form.

Other languages (different from language 1 and language 2 above)

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

Maximum 3 languages.

Supporting document

SELECT FILE



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 3Mo 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="button" 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="button" value="- No selection -"/>



And Finally

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

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

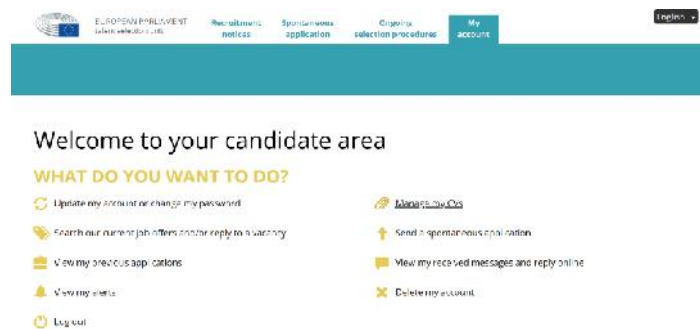
We wish you every success!

I declare on my word of honour that the information provided in this application form and in the enclosures thereto is true and complete. *

PREVIOUS STEP SUBMIT APPLICATION NOW

CANDIDATE AREA

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



In this section, you can manage your account; in particular, you can

-) keep updated your data (telephone number, email address), HR responsible may try to contact you by telephone or e-mail;
-) create your alerts and
-) manage your CVs. The first CV you upload it is considered as a CV by default. A default CV cannot be deleted. In order to delete or change it, you need to upload another CV. Choose it as "default" and then delete or keep the previous CV.

Declarations

CV file 1

Default CV ✖ DELETE

CV title ↑ This is your CV by default

CV file list 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, jpeg, ppt, pdf, png, pptx

CV title

Upload a new CV *

UPLOAD CV

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

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).

CONTACTS

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

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.