****

Please do not write in this space

**EUROPEAN PARLIAMENT**

**BRUSSELS**

**Notice of Vacancy for INTERNSHIP:**

**APPLICATION FORM**

(to be completed preferably by **electronic** way or in CLEAR capital letters using **black ink**)

|  |  |  |  |
| --- | --- | --- | --- |
|  | SURNAME[[1]](#footnote-1) |  | FORENAMES |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Address: | Telephone numbers: |
|  | (All correspondence will be sent to this address. | Home: |  |
|  | Please notify us immediately of any change of address) | Work: |  |
|  |  |  |  |  |  |
|  | Street: |  | No: |  |  |
|  |
|  | Post code: |  | Town: |  | Country: |  |
|  |
|  | e-mail address: |  | Fax No.: |  |

|  |  |  |
| --- | --- | --- |
|  | Place and date of birth: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please attach recentpassport-photographhere | Sex: | Male |  | Female |  |

|  |  |  |
| --- | --- | --- |
|  | Marital Status: |  |

|  |  |
| --- | --- |
|  | Present nationality (if dual indicate both): |
|  |  |

|  |  |
| --- | --- |
|  | Knowledge of languages |
|  | a) Mother tongue: |  |
|  |
|  | b) Other languages: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Danish  | Dutch | English | Finnish | French | German | Greek | Italian | Portuguese | Spanish | Swedish |
|  Very good |  |  |  |  |  |  |  |  |  |  |  |
| Good |  |  |  |  |  |  |  |  |  |  |  |
| Fair |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Slovenian | Estonian  | Hungarian | Latvian  | Lithuanian | Maltese | Polish | Slovakian | Romanian | Czech |
|  Very good |  |  |  |  |  |  |  |  |  |  |
| Good |  |  |  |  |  |  |  |  |  |  |
| Fair |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Bulgarian | Other |  |  |  |  |  |  |  |  |
|  Very good |  |  |  |  |  |  |  |  |  |  |
| Good |  |  |  |  |  |  |  |  |  |  |
| Fair |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  |  |
|  |

|  |  |
| --- | --- |
|  | STUDIES (attach photocopies of diplomas and certificates you need to qualify as a candidate): |
| A | Primary, secondary, advanced secondary or technical education |
| Name and address of establishment(Town and country) | Years of study | Certificates and/or diplomas obtained. State official length of course and main subjects |
|  | from | to [[2]](#footnote-2)2 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| B | Higher education |
| Name and address of university or other establishment(Town and country) | Years of study | Certificates and/or diplomas obtained. State official length of course and main subjects |
|  | from | to |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| C | Post-graduate education |
| Name and address of university or other establishment(Town and country) | Years of study | Diploma or other qualification obtained |
|  | from | to |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
|  | Office skills: |
|  | Typing: |  | yes |  | no |  |  |  |
|  |
|  | Keyboard normally used: |  | AZERTY |  | QWERTY |  |
|  |
|  | Knowledge of IT software: |
|  |
|  |  |

|  |  |
| --- | --- |
|  | PROFESSIONAL EXPERIENCE: (attach photocopies of supporting documents):Give details of the post(s) you have held hitherto and professional experience acquired. |
| 1. Present or most recent | 2. Previous post |
| Dates | Length(months) | Most recent gross monthly salary (optional) | Dates | Length(months) | Last gross monthly salary (optional) |
| From | To |  |  | From | To |  |  |
|  |  |  |  |  |  |  |  |
| …/…/… | …/…/… |  |  | …/…/… | …/…/… |  |  |
|  |
| Exact designation of post: | Exact designation of post : |
|  |  |
| Name and address of employer: | Name and address of employer: |
|  |  |
| 11. Activities in political parties or NGOs or other organisations:  |
|  |  |
| A. Nature of activities: | Name and address of organisation: |
|  |  |
| Notice required: |  |  |
|  |
| Reasons for leaving: | Reasons for leaving: |
|  |  |

|  |  |
| --- | --- |
| 12. | Published works (indicate works relevant to the post being applied for; if necessary add additional sheets): |
|  |

|  |  |
| --- | --- |
| 13. | Long periods spent abroad (please indicate country, year and reasons for stay): |
|  |

|  |  |
| --- | --- |
| 14. | Name, address and telephone number of persons who can be contacted should you not be available (e.g. parents): |
|  |

|  |  |
| --- | --- |
| 15. | Have you ever been found guilty of any offence by a court or tribunal: if so, give details: |
|  |

|  |
| --- |
| DECLARATION:I, the undersigned, do solemnly declare that the information contained in this form is correct and complete.I further do solemnly declare that:I. I have fulfilled any obligations imposed on me by the laws concerning military service;III. I meet the character requirements for the duties involved.III undertake to produce on request supporting documents in respect of points I., II. and III above and I understand that any misstatement or omission, even if unintentional, may lead to the rejection of my application including working languages requested.. |

|  |  |  |
| --- | --- | --- |
|  | Date and signature: |  |
|  |  | **DO NOT FORGET TO SIGN!** |

*NB: Data protection*

*Any personal data generated in connection with the recruitment procedure shall be processed pursuant to 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 Union institutions and bodies, offices and agencies, and on the free movement of such data. Any personal data shall be processed only for the purpose and in the framework of the present recruitment procedure.*

1. IMPORTANT : your application will be registered under this name. Please use it and quote the number of the notice of vacancy in all correspondence. Any other name (e.g. maiden name) on diplomas or certificates accompanying this application should be indicated here: [↑](#footnote-ref-1)
2. 2 state the date (month and year) when the studies were completed and/or the qualification was obtained. [↑](#footnote-ref-2)