

# Traineeships for people with disabilities

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The European Commission promotes equality of opportunity and encourages participation of women and men with disabilities in active life. It launches this specific action for people with disabilities in order to facilitate their professional integration.

## Objectives

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The purpose of this action is

- to offer persons with disabilities a working experience as a trainee in the European Commission, thereby enhancing their opportunities for future employment;
- to allow them to become familiar with the workings of the European Institutions;
- to apply the European Commission's equal opportunities principles to young university graduates with disabilities ;
- to raise awareness of disability among Commission staff and to remove barriers to the integration of people with disabilities;
- to provide the European Commission with the contribution and positive experience that disabled trainees will bring to its work and culture.

## Starting dates and application periods

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Starting date	Application period
1st November 2008 (until 31st March 2009)	From 24 July until 15 September 2008

The November 2008 session is a pilot session. Starting dates and applications periods for 2009 will be published soon.

Paid traineeships are awarded for a period of five months which cannot be extended. Traineeships do not give any right to future employment in the European Commission.

## Eligibility

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### Applicants must:

- be nationals of a Member State of the European Union,
- have obtained a full higher education degree by the closing date for applications (minimum level: bachelor, corresponding to 3 years of university studies),
- have a thorough knowledge of two of the official languages of the European Union, one of which must be English, French or German,
- not have benefited or benefit from any kind of in-service training or employment within a European institution or body for more than six weeks (formal or informal, paid or unpaid),
- be able to provide an official document certifying their disability/ies (medical certificate or disability card/certificate issued by a national authority).

## Applications

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Candidates must use the [application form](#) for this specific action for people with disabilities.

This form must be printed, dated and signed and send within the deadline (as evidenced by the postmark) to the address displayed at the bottom of the application form, together with all requested supporting documents:

- a copy of the passport or identity card,
- a copy of all university diplomas declared. Candidates having completed their degree course but not having yet received an official degree certificate, should provide an official statement from their university confirming their degree result (ECTS points are not accepted as degree equivalent),
- a certificate of very good knowledge of French, English or German. For people with French, English or German as a mother tongue, a certificate of another official language of the European Union (Diploma from a language school, from the Goethe Institute, the Alliance Française, TOEFL, proof of Erasmus studies, proof of having studied using the language in question, proof of language course followed as part of university studies). Self-certifications are not accepted,
- a signed reference letter from a lecturer at a university or from a professional person who is able to give an objective assessment of the candidate's abilities,
- an official document certifying the status of disabled person, recognised in a Member State of the European Union.

All supporting documents must be sent together with the application form within the set deadline. Any document sent separately will not be taken into consideration.

Information about disabilities provided in the application will only be used only within the European Commission and only for the purpose of preparing specific adaptations of the workplace within the European Commission and to search for information on accessible housing, transport and assistance.

All candidates will be notified of the reception of their application.

## **Selection procedure**

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Only complete applications fulfilling the eligibility conditions and sent within the set deadline (as evidenced by the postmark) will be presented to the Commission services for selection. Services will assess the applicant's merit and skills based on the information provided in the application and make their final selection considering their specific needs and the matching of the applicant's profile with the available job.

## **Traineeship conditions**

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### **▪ Place of traineeship**

Brussels

### **▪ Applicable rules**

The [Rules governing the official traineeships scheme of the European Commission](#) will apply unless a specific mention is made.

### **▪ Contribution to costs**

Trainees will receive a contribution of 1003,- EUR (2008) per month worked.

### **▪ Reimbursement of travel expenses**

Article 6.4 of the [Rules governing the official traineeships scheme of the European Commission](#) applies.

## **Additional costs related to the disability**

Upon presentation of proper justification, trainees may receive a supplement equal to a maximum of 50 % of the amount of the monthly contribution to the costs in order to contribute to the costs directly linked to their handicap (article 6.4 of the [Rules governing the official traineeships scheme of the European Commission](#)). The Traineeships Office may consult the medical service of the Commission if necessary.

### **▪ Insurances (sickness and accident)**

Article 6.2. of the [Rules governing the official traineeships scheme of the European Commission](#) applies.

### **▪ Reasonable accommodation of the workplace**

If needed, the Commission will provide *reasonable accommodation* at work to enable disabled trainees to carry out the essential functions of the job to which they are assigned. As defined

in Article 1 d (4) of the *Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Community*, reasonable accommodation means 'appropriate measures, where needed, to enable a person with a disability to have access to, participate in, or advance in employment, or to undergo training, unless such measures would impose a disproportionate burden on the employer'.

Specific accessibility adaptations will be made on the basis of the information provided by the applicant under "*disability description and specific needs*" in the application form. If this information is not substantial and/or precise enough, it might cause delays in providing trainees with *reasonable accommodation* at work. If the European Commission is not able to arrange for the required accommodation within a reasonable time span, it may decide to suspend or terminate a traineeship.

- **Transport, housing and assistance**

The European Commission will provide trainees with information concerning accessible housing, transport and assistance, but does not guarantee the arrangement and the availability of these facilities. It is the sole responsibility of the trainees to find accommodation, sign their lease contract and pay the deposit and the rent.

- **Data protection**

The specific privacy statement governing the official traineeships programme of the Commission as published on its website ([http://ec.europa.eu/stages/information/privacy\\_en.htm](http://ec.europa.eu/stages/information/privacy_en.htm)), will apply for any aspect of the traineeship programme which is not explicitly covered in this programme description. However, as the specific action is aimed exclusively for people with disabilities, the European Commission asks candidates to give information on their disability at the time of application in order to determine if their application is eligible.

## Application

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► To access the application form, please click here :



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