



EUROPEAN COMMISSION
Directorate General for Education and Culture

Traineeships Office

Candidate Number: N08/.....
[This number will be allocated by the Traineeships Office]

IN-SERVICE TRAINING

Application form for persons with disabilities

IMPORTANT NOTICE:

- 1) This form must be completed in **legible CAPITAL LETTERS**, either using a typewriter, or by hand using **black ink**;
- 2) The completed form must be dated and signed, and copies of **all requested supporting documents** attached;
- 3) Candidates must not retype the form or change the format.
- 4) **Language to be used to complete this form: English, French or German.**

Training period: NOVEMBER 2008 (01-NOV-08 to 31-MAR-09)

This application form is not valid for other training periods

1. Applicant's personal data (Please write all names as stated on your passport)

Surname: Forenames:

Maiden name: Nationality :

Gender: M F Marital status: Single Married Separated Divorced Widowed

Date of birth: Place and country of birth:

2. Educational background

You must hold at least one university degree/diploma **on the date of application**. Give details of your studies, in chronological order, indicating the level of each degree/diploma (e.g. Bachelor, Master, Postgraduate or equivalent qualification). For ongoing studies, please leave date of qualification blank.

| From (month / year) | To (month / year) | Date of qualification (exact date) | Level of degree |
|--------------------------------------|----------------------|---------------------------------------|-------------------------------|
| | | | |
| University name | | | University location |
| | | | |
| Field of study/specialisation | | | |
| | | | |
| Main subject(s) | | | Marks or grade awarded |
| | | | |

| From (month / year) | To (month / year) | Date of qualification (exact date) | Level of degree |
|------------------------|----------------------|---------------------------------------|----------------------------|
| | | | |
| University name | | | University location |

| | |
|--------------------------------------|-------------------------------|
| | |
| Field of study/specialisation | |
| | |
| Main subject(s) | Marks or grade awarded |
| | |

| | | | |
|--------------------------------------|-----------------------------|--|-------------------------------|
| From (month / year) | To (month / year) | Date of qualification (exact date) | Level of degree |
| | | | |
| University name | | | University location |
| | | | |
| Field of study/specialisation | | | |
| | | | |
| Main subject(s) | | | Marks or grade awarded |
| | | | |

3. Professional experience [IF APPLICABLE – not compulsory]

You may indicate up to three relevant working experiences.
For ongoing employment, leave end date blank.

3.1 Experience gained with employers other than the European Institutions:

| | | | |
|-------------------------------|-----------------------------|-------------------------|---|
| From (month / year) | To (month / year) | Name of employer | Type of employment |
| | | | <input type="checkbox"/> Paid trainee <input type="checkbox"/> Unpaid trainee <input type="checkbox"/> Voluntary work <input type="checkbox"/> Permanent employee <input type="checkbox"/> Temporary employee <input type="checkbox"/> Self employed <input type="checkbox"/> Other |
| Task description: | | | |
| | | | |

| | | | |
|-------------------------------|-----------------------------|-------------------------|---------------------------------------|
| From (month / year) | To (month / year) | Name of employer | Type of employment |
| | | | <input type="checkbox"/> Paid trainee |

| | |
|--------------------------|--|
| Task description: | <input type="checkbox"/> Unpaid trainee <input type="checkbox"/> Voluntary work <input type="checkbox"/> Permanent employee <input type="checkbox"/> Temporary employee <input type="checkbox"/> Self employed <input type="checkbox"/> Other |
|--------------------------|--|

| From (month / year) | To (month / year) | Name of employer | Type of employment |
|--------------------------|----------------------|------------------|---|
| | | | <input type="checkbox"/> Paid trainee <input type="checkbox"/> Unpaid trainee <input type="checkbox"/> Voluntary work <input type="checkbox"/> Permanent employee <input type="checkbox"/> Temporary employee <input type="checkbox"/> Self employed <input type="checkbox"/> Other |
| Task description: | | | |

3.2 Experience gained while working for a *European Institution or Body*:

It is compulsory to indicate if you have worked at any time for a European Institution or Body

All of the following are European Institutions or Bodies:

- Committee of the Regions
- Council of the European Union
- Court of Auditors
- Court of Justice
- Economic and Social Committee
- European Central Bank
- European Commission
- European Investment Bank
- European Ombudsman
- European Parliament
- the Agencies of the European Union (if relevant, please specify **which** of the Agencies you have worked for)

| From (month / year) | To (month / year) | Name of European Institution or Body | Type of employment |
|--------------------------|----------------------|--------------------------------------|---|
| | | | <input type="checkbox"/> Paid trainee <input type="checkbox"/> Unpaid trainee <input type="checkbox"/> Voluntary work <input type="checkbox"/> Permanent employee <input type="checkbox"/> Temporary employee <input type="checkbox"/> Self employed <input type="checkbox"/> Other |
| Task description: | | | |

| From (month / year) | To (month / year) | Name of European Institution or Body | Type of employment |
|------------------------|----------------------|--------------------------------------|---------------------------------------|
| | | | <input type="checkbox"/> Paid trainee |

| | |
|--------------------------|--|
| Task description: | <input type="checkbox"/> Unpaid trainee <input type="checkbox"/> Voluntary work <input type="checkbox"/> Permanent employee <input type="checkbox"/> Temporary employee <input type="checkbox"/> Self employed <input type="checkbox"/> Other |
|--------------------------|--|

| From (month / year) | To (month / year) | Name of European Institution or Body | Type of employment |
|--------------------------|----------------------|--------------------------------------|---|
| | | | <input type="checkbox"/> Paid trainee <input type="checkbox"/> Unpaid trainee <input type="checkbox"/> Voluntary work <input type="checkbox"/> Permanent employee <input type="checkbox"/> Temporary employee <input type="checkbox"/> Self employed <input type="checkbox"/> Other |
| Task description: | | | |

4. Knowledge of languages

All applicants must have a very good knowledge of English, French or German and a very good knowledge of a second official language of the European Union.

Please use the following scale to indicate level of knowledge: Mother tongue / Excellent / Fluent / Good / Weak / None

| | Language (please specify) | Comprehension level | Spoken level | Written level | Read level |
|-----------------|------------------------------|------------------------|--------------|---------------|------------|
| Mother tongue | | | | | |
| Other languages | | | | | |
| | | | | | |
| | | | | | |
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5. Studies or publications on European topics [IF APPLICABLE]

Specify up to **three** and give details.

| | |
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| 1. | |
|----|--|

2.

3.

6. Computer Skills

Please use the following scale to indicate level of skill:

- Basic
- Medium
- Advanced
- Macros/Programming

| Type of Product (Example) | Level of skill | Windows (Yes/No) | Macintosh (Yes/No) | Unix/Linux (Yes/No) | Other (Yes/No) |
|--|----------------|------------------|--------------------|---------------------|----------------|
| Word Processor (MS Word, Wordperfect) | | | | | |
| Spreadsheet (MS Excel) | | | | | |
| Presentations (MS Powerpoint) | | | | | |
| Agenda (MS Outlook) | | | | | |
| Graphic tools (Photoshop, Corel Draw) | | | | | |
| Web Editors (MS Frontpage, Dreamweaver) | | | | | |
| Desktop Publishing (Quark Xpress) | | | | | |
| Project Management (MS Project) | | | | | |
| Reporting / Databases (Business Object, MS Access, Oracle SQL) | | | | | |

7. General Reasons for applying

Please indicate why you are applying for a traineeship at the European Commission.

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8. Preference for Directorates General (DGs)

Please indicate, by order of preference, up to three Directorates General/Services which most interest you. Motivate your choice. Please consult the Europa website http://ec.europa.eu/dgs_en.htm in order to choose a Directorate General – you may also indicate "CABINETS" as one of your preferred DG/Service if you wish to work in one of the 27 Cabinets.

| Order of preference | Preferred DG / Service | Reasons for choice of DG |
|---------------------|------------------------|--------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

9. Permanent address and contact details

Your permanent address cannot be changed. For recruited candidates it will be regarded as the place of recruitment and is where the stage offer will be sent. It will also be used as the basis of the calculation of any reimbursement of travel expenses, where applicable. **Please ensure that mail sent to you at this address reaches you, wherever you happen to be at the time.**

Street/N°:
Postcode/Zip: Town/Province:
Country:
Telephone: Mobile phone:
Email address: Fax:

10. Emergency contact address (obligatory)

Person to contact in case of emergency:

Surname: Forename:
Street/N°:
Postcode/Zip: Town/Province:
Country:
Telephone: Mobile phone:
Email address: Fax:

11. Disability

Disability description

Special IT-tools or other equipment needed

Other remarks

Applications should be sent together with **ALL** supporting documents by **15 September 2008** (evidenced by the postmark) to:

**Traineeships Office – MAD0 24/32
European Commission
B-1049 BRUSSELS (Belgium)**

Declaration:

I, the undersigned, certify that the information declared above is true and complete. I am aware that any false declaration or omission, even in error, may lead to the rejection of my application. I undertake to inform the Traineeships Office of any change in my professional status which may have an impact on the eligibility of application, in accordance with point 2.3 of the rules governing the official traineeships scheme of the European Commission. I am aware of the fact that my application will be rejected if I submit more than one application form for this training period. Furthermore, I undertake not to modify my application at a later date.

Date

Signature

| |
|------------------|
| CHECKLIST |
|------------------|

- Application form, dated and signed
- Copy of your passport or ID card
- Copies of ALL diplomas/ongoing studies declared in the application form
- Proofs of languages
- A signed written reference from a lecturer at your university
- A document certifying your disability/ies, recognised in a Member State of the European Union or in an applicant country