**APPLICATION FORM**

**Selection: Administrative Agent (AST/SC1)**

**Reference: ACER/2025/04**

**Personal Information**

|  |  |
| --- | --- |
| SURNAME (family name) |  |
| NAME (given name) |  |
| Nationality |  |
| Gender |  |
| Date of birth |  |

**Contact Details**

|  |  |
| --- | --- |
| Address (Street / number / post code / city / country |  |
| Phone number |  |
| E-mail address  (to be used for communication) |  |

**How did you learn about this selection procedure?**

ACER website  EUAN

ACER social media  through a colleague/ friend

EPSO  Job portal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Should I be short-listed in the context of this vacancy notice, **I hereby provide my consent** to my personal data being shared with other institutions, bodies and agencies of the Union for the purpose of recruitment.

**Eligibility criteria (please specify)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Have a post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three (3) years. | YES | NO |
| 2 | Be a national of a Member State of the European Union, Norway, Iceland or Lichtenstein. | YES | NO |
| 3 | To have a thorough knowledge of one of the official languages of the European Union[[1]](#footnote-1) or Norway, Iceland and Liechtenstein and satisfactory knowledge of a second of these languages (level B2 of CEFR[[2]](#footnote-2)) to the extent necessary to perform their duties. | YES | NO |
| 4 | Be entitled to their full rights as a citizen. | YES | NO |
| 5 | To have fulfilled any obligations imposed by the applicable laws concerning military service. | YES | NO |
| 6 | Be physically fit to perform the duties linked to the post[[3]](#footnote-3). | YES | NO |

Please proceed to the following section only if you have answered YES to all of the above questions.

**Selection criteria**

**Essential criteria**

|  |  |  |
| --- | --- | --- |
| By the deadline for applications, having acquired at least 2 years of relevant professional experience related to the tasks described in the point 2.1. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Proven experience in managing agendas, coordinating meetings, and working with various stakeholders. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Experience with drafting, proofreading, and preparing documents such as internal documents and/or guidelines, reports, presentations, minutes, and briefings for various meetings. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Experience in coordinating internal and external stakeholders, including governmental bodies, international organisations and EU bodies. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Proven experience in improving processes or systems to enhance efficiency and clarity, e.g. such as streamlining workflows, organising data, or introducing tools or methods that led to measurable improvements. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

**Advantageous criteria**

|  |  |  |
| --- | --- | --- |
| Experience with working in an international or multicultural environment. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Experience with handling confidential and sensitive information and documentation. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| 1. Post-secondary education attested by a diploma. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

**Education**

|  |  |  |
| --- | --- | --- |
| **Provide information about your educational background** | | |
| 1 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 2 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 3 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |

**Professional Experience**

|  |  |  |
| --- | --- | --- |
| **Provide information about your previous work experience** | | |
| 1 | Period (start-end date)  Calculated length (X years, Y months) |  |
| % of full time |  |
| Name of organization |  |
| Job title / position held |  |
| Main activities |  |

|  |  |  |
| --- | --- | --- |
| **Provide information about your previous work experience** | | |
| 2 | Period (start-end date)  Calculated length (X years, Y months) |  |
| % of full time |  |
| Name of organization |  |
| Job title / position held |  |
| Main activities |  |

|  |  |  |
| --- | --- | --- |
| **Provide information about your previous work experience** | | |
| 3 | Period (start-end date)  Calculated length (X years, Y months) |  |
| % of full time |  |
| Name of organization |  |
| Job title / position held |  |
| Main activities |  |

**Knowledge of languages**

**Please use the self-assessment grid available** [**HERE**](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **My level of language proficiency** | | |
| **Understanding (Listening + Reading)** | **Speaking** | **Writing** |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |

**References**

|  |  |  |
| --- | --- | --- |
| **Persons to provide professional reference on my skills, competences, achievements, and conduct** | | |
| 1 | Name and Surname |  |
| Relation (*superior*) |  |
| E-mail contact |  |
| Phone number |  |
| 2 | Name and Surname |  |
| Relation (*peer*) |  |
| E-mail contact |  |
| Phone number |  |
| 3 | Name and Surname |  |
| Relation (*subordinate*) |  |
| E-mail contact |  |
| Phone number |  |

**Motivation**

|  |
| --- |
| **Motivation statement** |
| This page provides you with an opportunity to explain your application – Why do you think you fit the position and **why would you like to work at ACER** – by any additional information not mentioned in previous sections. (500 words maximum) |
| [type here] |

1. The languages of the EU are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, and Swedish. [↑](#footnote-ref-1)
2. Language levels of the Common European Framework of Reference: <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr> [↑](#footnote-ref-2)
3. Before the appointment, a successful candidate shall be medically examined by one of the institutions’ medical officers in order for the Agency to be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Union. [↑](#footnote-ref-3)