APPLICATION FORM FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
FINANCE AND PROCUREMENT OFFICER AT THE BEREC OFFICE

BEREC/2022/06

**1.** Surname[[1]](#footnote-1)

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**2**. Forename: Title: (e.g. Mr, Ms, Dr)

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**3.** Date of birth: **dd/mm/yyyy**

**4.** Gender: **Male Female**

**5.** Address for correspondence[[2]](#footnote-2):

|  |  |
| --- | --- |
| Street, No, etc.: |  |
| Postal code:  | Town:  |
| Country: |  |
| Office Telephone N°: | Mobile N°: |
| E-mail address: Professional: |  |
| E-mail address: Personal: |  |

**6.** Nationality (please circle or mark):

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BE | BG | CY | CZ | DK | DE | EL | ES | EE | FR | HU | HR | IE | IT |
| LT | LU | LV | MT | NL | AT | PL | PT | RO | FI | SE | SK | SI |  |

**7. University degree:**

**8. Other studies:**

**9.** Knowledge of languages:

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:

1 - mother tongue or thorough knowledge;

2 - very good knowledge;

3 - satisfactory knowledge.

| BG | CZ | DK | DE | EL | EN | ES | EE | FI | FR | GA | HR |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HU | IT | LT | LV | MT | NL | PL | PT | RO | SI | SE | SK |

Other language(s):

**10**. Current employer (indicate if you are self-employed or unemployed):

|  |  |
| --- | --- |
| Name  |  |
| Address |  |
| Position |  |

**Information to be used for the evaluation of the selection criteria**

1. **Essential**

**11. Summarise your professional experience in duties similar to the ones described in the section “The post” of Vacancy Notice (500 words max):**

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12. Elaborate on your knowledge in the area of procurement and contract management under the EU Financial Regulation (300 words max.):

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13. Elaborate on your knowledge of budget and financial management (300 words max.):

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1. **Advantageous:**

**14. Summarise your knowledge of EU financial reporting and procurement tools, such as ABAC Workflow, ABAC Assets, PPMT (100 words max):**

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**15. Elaborate on your analytical, problem-solving and organisational skills as well as motivation and interpersonal skills (100 words max):**

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**16. If you have experience in an international or multicultural environment, please describe briefly the level of your experience (100 words max.)**

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**17. Elaborate on your customer care skills and ability to work under pressure and tight schedule (100 words max.)**

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**Additional information concerning the application**

**18. Give details of anything else you consider relevant to your application:**

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**19.** If you have a recognised disability which necessitates any special arrangements in the context of this selection procedure, please indicate below:

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**20.** Declaration:

1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statement may invalidate my application at any point in the selection process.

2. I further declare on my word of honour that:

(i) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;

(ii) I have fulfilled any obligations imposed on me by laws concerning military service.

3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my application.

4. I confirm that I am willing to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

**Date and name:**

**Signature:**

Along with this application form, candidates must submit:

* A covering letter describing the reasons and their motivation for the application
* A CV preferably drafted using the Europass CV format which can be found at:
[http://www.europass.cedefop.europa.eu](http://www.europass.cedefop.europa.eu/)
1. IMPORTANT: your application will be registered under this name. Please use it in all correspondence. Any other name (e.g.maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:

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 [↑](#footnote-ref-1)
2. Please inform recruitment@berec.europa.eu of any change of address. [↑](#footnote-ref-2)