APPLICATION FORM FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
FACILITIES ASSISTANT AT THE BEREC OFFICE

BEREC/2022/07

**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):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. A post-secondary education attested by a diploma, with title, date of conferral. If post-secondary diploma is not available then secondary education, with date of conferral:**

**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 | SL |

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 a similar role starting from the most recent assignment (500 words max[[3]](#footnote-3)):**

|  |  |  |
| --- | --- | --- |
| **Length of experience (years and months)[[4]](#footnote-4)** | **Job title** | **Short description of duties** |
|  |  |  |
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12. Elaborate on your experience or knowledge in building and facility maintenance activities (300 words max.):

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13. Elaborate on your experience or knowledge in budget, procurement and contract management for building and facility maintenance activities (300 words max):

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1. **Advantageous:**

**14. Elaborate on your knowledge in the area of procurement and contract management under the EU Financial Regulation (100 words max):**

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**15. If you have experience in** **engaging, supervising and coordinating contractors please described briefly the level of your experience (100 words max.)**

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

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**17. 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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**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)
3. Candidates are reminded that only appropriate and duly documented professional experience acquired after achieving the minimum qualification stated in point 3.6 of the call for expression of interest shall be reported. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Internships are taken into consideration if they are paid. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once. [↑](#footnote-ref-3)
4. Add additional rows (if needed) [↑](#footnote-ref-4)