

APPENDIX – Information page for applicants

This page is an integral part of this vacancy notice

1 ELIGIBILITY CRITERIA

You must

- be an established official of the European Committee of the Regions (publication under 29§1a) or an established official of another institution of the European Union (publication under 29§1b) or a successful candidate in either an EPSO competition for officials / a CoR internal competition of an appropriate grade (publication under 29§1c).
- submit your applications via the online application form which you can access using this link: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en>
- send your application at the latest by midday (Brussels time, GMT+1) on the day indicated in the vacancy notice.

2 DOCUMENTS TO BE PROVIDED (in Word or PDF format)

- A CV, in French or English
- A brief personal statement, in French or English
- The following supporting documents:

	AST/SC function group	AST function group	AD function group
Applicants submitting an application under Article 29(1)(a)(i) – transfer (accessible only to established officials of the European Committee of the Regions) – see also point 3f)	<ul style="list-style-type: none"> • proof of current grade 	<ul style="list-style-type: none"> • proof of current grade 	<ul style="list-style-type: none"> • proof of current grade
Applicants submitting an application under Article 29(1)(a)(ii) – appointment in accordance with Article 45a (certification)	N/A	N/A	<ul style="list-style-type: none"> • proof of current grade • proof of successful completion of certification procedure
Applicants submitting an application under Article 29(1)(a)(iii) – promotion (accessible only to established officials of the European Committee of the Regions) <i>The applicant must have occupied his or her current grade for at least two years on the closing date for the vacancy</i>	N/A	<ul style="list-style-type: none"> • proof of current grade, which must be immediately below the minimum grade in the grade bracket established for the vacancy notice 	<ul style="list-style-type: none"> • proof of current grade, which must be immediately below the minimum grade in the grade bracket established for the vacancy notice
Applicants submitting an application under Article 29(1)(b) – interinstitutional transfer ¹	<ul style="list-style-type: none"> • proof of current grade in the institution of origin 	<ul style="list-style-type: none"> • proof of current grade in the institution of origin 	<ul style="list-style-type: none"> • proof of current grade in the institution of origin
Applicants who have passed an EPSO competition for officials Applicants who have passed a general internal CoR competition	<ul style="list-style-type: none"> • competition number • candidate number • proof of passing an EPSO competition or an internal CoR competition for the function group and grades specified in the vacancy notice 	<ul style="list-style-type: none"> • competition number • candidate number • proof of passing an EPSO competition or an internal CoR competition for the function group and grades specified in the vacancy notice 	<ul style="list-style-type: none"> • competition number • candidate number • proof of passing an EPSO competition or an internal CoR competition for the function group and grades specified in the vacancy notice

¹ Article 29(1)(b) of the Staff Regulations offers officials the possibility of requesting a transfer to another institution or agency at any time during their career. However, candidates are reminded that, in the interests of the service, the transfer of newly recruited officials less than two years after they first take up their duties is only possible in exceptional cases and for properly substantiated reasons; each individual case has to be submitted for approval to the official's original institution or agency and to the institution or agency to which he/she wishes to transfer.

3 PLEASE NOTE

- a) Only duly completed applications that meet the eligibility criteria and are submitted in the manner specified in the vacancy notice will be considered when establishing a list of suitable candidates who may be invited for interview. Applications that are incomplete or submitted after the deadline for applications will not be considered.
- b) You will receive an automatic acknowledgement of receipt. It is your responsibility to contact the European Committee of the Regions' Recruitment Sector (recruitment-official@cor.europa.eu) if you have not received an automatic acknowledgement of receipt of your application once the full application form has been submitted.
- c) You certify that the information in your application is correct and accurate.
- d) Only candidates selected by the selection panel for an interview will be contacted in person. If you have not been contacted within six weeks following the deadline of the vacancy notice, please consider your application unsuccessful.
- e) The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations (transfer, appointment or promotion), then (if applicable) applications submitted under Article 29(1)(b) (interinstitutional transfer), and finally (if applicable) applications submitted under then Article 29(1)(c) (candidates who have passed an EPSO and/or internal competition).
- f) By way of derogation from Article 29(1)(a), candidates who have passed internal competitions published under Article 29(3) will be considered in parallel with transfers.
- g) Posts will be filled as and when budget resources permit.
- h) Where the vacancy published belongs to the Directorate for Logistics or the Directorate for Translation, please note that the European Committee of the Regions shares this service with the European Economic and Social Committee and that staff in these directorates work for both Committees without distinction.
- i) The main working languages of the European Committee of the Regions are English and French. For operational reasons, a very good command of English or French is therefore generally required.

4 EQUAL OPPORTUNITIES POLICY AND SPECIAL REQUIREMENTS

The European Committee of the Regions takes care to avoid any form of discrimination during the selection procedure. It applies an equal opportunities policy as set out in the general provisions of the Staff Regulations (Article 1(d)):

"(...) any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political opinion or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited."

As part of our equal opportunities policy, we are committed to working with, and making reasonable adjustments for, people with disabilities. If, by virtue of your medical condition or disability, you require for part of the selection process or at the interview, please send an email with your request to recruitment-official@cor.europa.eu. Your request will be treated in strict confidence and no record will be kept.

5 DATA PROTECTION POLICY

The personal data contained in applications will be handled in accordance with European data protection legislation. Please see the Privacy Statement attached to the automatic acknowledgement of your application or available on our [website](#).
