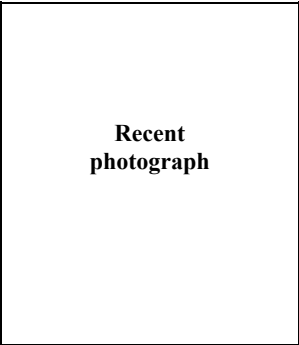


General Secretariat
Rue de la Loi 175
B-1048 Bruxelles



APPLICATION FORM
TRAINEESHIP

All questions should be answered. Where appropriate state 'none' or 'not applicable'; do not leave blanks or put dashes. **TO BE COMPLETED IN BLOCK CAPITALS. Do not forget to attach your photograph or to sign the form.** The application form together with supporting documentation should be returned **BY POST** (an application form sent by fax or e-mail will not be accepted).

1. **Surname**
Forename.....

2. **Address:**
Telephone.....
Mobile
E-mail.....
(Any change of address should be notified)

3. Nationality (ies):	Date of birth:	Place of birth (town, county, country)
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4. **Education:** (submit photocopies of supporting documents):

A. Higher education			
University or college	from	to	Degrees or diplomas obtained
.....
.....
.....
.....

B. Post-graduate studies			
University or institute	from	to	Degrees or diplomas obtained
.....
.....
.....
.....

5. **Dissertation, thesis, articles, works published:**
.....
.....
.....

6. **Knowledge of Languages:**

Mother tongue:

Other languages	READING			WRITING			SPEAKING		
	Very Good	Good	Fair	Very Good	Good	Fair	Very Good	Good	Fair

7. **Professional experience**

Indicate post(s) occupied up to the present time and types of professional experience acquired (submit photocopies of supporting documents):

1. Post <u>occupied at present or most recently</u>				2. Post occupied previously			
Date		Net monthly salary		Date		Net monthly salary	
from	To	starting salary	latest salary	from	to	starting salary	latest salary
Exact title of your position:				Exact title of your position:			
Name and address of employer:				Name and address of employer:			
Nature of your work:				Nature of your work:			

8. **Dates**

During what **periods** would you prefer your traineeship to take place:

- 1/02 - 30/06
- 1/09 - 31/01

➤ In case of a compulsory traineeship during the studies, please mention the period during which your traineeship has to take place.

From To Year

9. **Parents' address:**
.....
.....

10. **Person to be informed in case of accident:**
.....
..... **Telephone**

11. Indictments - administrative penalties: If so, please tick here
Nature.....

12. **Financial resources of the trainee during traineeship**

Remuneration/grant from another institution or other support YES NO

Supported by parents YES NO

Job and employer:

- father:

- mother:

Possible rent-free accommodation in Brussels YES NO

Is this a compulsory traineeship forming part of your studies YES NO

13. **Previous training periods**

Have you already been a trainee
in another European institution/European body? YES NO

If yes, in which one ?

Length of the traineeship:

DECLARATION:

I, the undersigned, solemnly declare that the statements made on this application form are true and complete.

I also solemnly declare that:

- (a) I am a national of one of the Member States and enjoy my full rights as a citizen of the same.
- (b) I can provide the proof of good character required for the performance of the post for which I have applied.

I undertake to provide, when requested, the supporting documents with regard to the above points (a, and b) and I agree that unless such documents are provided, this application may be considered null and void.

REMINDER

**Pease return the application form by post and
DO NOT FORGET TO ENCLOSE:**

- 1. Copy of your identity card or passport;**
- 2. Copies of university diplomas, certificates;**
- 3. A letter stating the reasons for applying;**
- 4. A curriculum vitae**

DO NOT FORGET TO SIGN

.....
Date and signature

Bearing in mind your qualifications, which area of work is of particular interest to you for the traineeship? Please state the department to which you would like to be attached (please tick a **MAXIMUM of 3 boxes**).

Choice	Directorate General	Fields
	LEGAL SERVICE	<i>Team 1 (Internal market, industry, telecommunications, co-decision legislative procedures, etc)</i>
		<i>Team 2 (Agriculture, fisheries, economic and monetary union (EMU) taxation, etc)</i>
		<i>Team 4 (Institutional/budgetary questions)</i>
		<i>Team 5 (Justice and home affairs)</i>
		<i>Team 6 (Relations with the European Parliament, ESC, CoR, Council of Europe, etc)</i>
		Legal/linguistic experts
		A I A
	A I B	Personnel and administration
	A II	Conferences, organisation, infrastructures
	A III	Translation
	A IV	Finances - Budget and Management, procurement coordination, accounting,
	A V	Information and Communication system
	B I	Agriculture - Organisation of the markets, veterinary and zootechnical questions, including international aspects
	B II	Agricultural structures , agri-monetary & agri-financial questions, plant health, organic products, veterinary and zootechnical questions, including international aspects
	B III	Fisheries including external relations
	C I	Internal Market, Competition, Customs Union
	C II	Industry, Research, Energy, Atomic Questions
	C III	Transport and Information Society
	Coordination cell	Horizontal, Intergovernmental and Management Issues
	E Unit 1	Enlargement
	E II	Development cooperation Unit - Development and ACP, CDI/CTA, food aid, United Nations Conferences on Commodities Development, ACP/OCT, generalised system of preferences
	E III	Multilateral trade and non-EU Eastern Europe -WTO - commercial policy, Commercial policy instruments, National cooperation agreements, ECSC agreements, Shipbuilding, Reports from commercial counsellors, Fairs and exhibitions, OECD EEA/EFTA, Textile agreements
	E Dir.*	Americas, UN and Human Rights, counter-terrorism
	E Dir. *	Middle East, Mediterranean, Africa, Asia
	E Dir. *	Western Balkans Region, Eastern Europe and Central Asia
	E Dir.*	Defense aspects
	E Dir.*	Civilian crisis management
	F Unit 1	PRESS SERVICE
	F Unit 2	Communication - Internet, transparency, access to documents, information to the public, publications, documentation
	F Unit 3	Archives, registry and libraries
	F	Protocol
	G I	Economic and regional affairs - Taxation, financial legislation
	G II	Social affairs - Employment and social policy
	G III	Budget/Finances
	H I	Justice and home affairs - Asylum-immigration
	H II	Justice and home affairs -Police and customs cooperation , judicial cooperation, SIS
	I I	Protection of the environment and civil protection
	I II Unit 2 A	Education, youth, culture, audiovisual
	I II Unit 2 A	Health, consumers, foodstuff

* Traineeships in these Directorates and Units are restricted to candidates who have been successfully vetted for security purposes (SECRET E.U).