

## JOB APPLICATION INSTRUCTIONS

Candidates are invited to apply online, preferably, in English. Applications from qualified candidates of both genders are welcome and from males encouraged considering our equal opportunity policy.

In order to be considered, applications must comply with the section “submission of applications” as defined in the vacancy notice

### To apply online, follow the instructions below:

- Identify the open position in the vacancies section (“about” tab)
- Make sure you comply with the eligibility criteria, the competences and skills required for the post as specified in the vacancy notice
- Prepare your motivation letter and make sure it is saved in rich text format (.rtf), Word (.doc) or Acrobat (.pdf)
- Prepare your updated CV in Europass format (other formats will not be accepted)
- Fill in the “Selection criteria form”, if requested
- Click on the link “Apply for this post” that appears below the position description
- Fill in the form with your personal data and attach your Europass CV, your motivation letter and any other document requested as per the vacancy notice
- Press the button “Submit” at the bottom of the page.

Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission.

The ETF cannot be held responsible for any delay due to such difficulties.

Applications sent by fax, email or ordinary mail will not be considered.

After successfully submitting your application, a confirmation message will appear on your screen. You will also receive an automatically generated email as an acknowledgement of receipt, sent to the email address that you provided in the form. All future communications will be sent to the same email address.

We regret that due to the volume of applications, only applicants short-listed for interview will be contacted further.

Please note that a selection process may take up to three months to be completed and no information will be released during this period.