

How to Apply on EU CV ONLINE

Dear Candidate,

*Thank you for your interest in the work of the European Labour Authority.
In order to facilitate your application process, we invite you to read the
information and follow the steps below.*

*Should you have any questions or doubts, you can always contact us at
ELA-RECRUITMENT@ela.europa.eu*

Good luck,

Recruitment Team

EUROPEAN LABOUR AUTHORITY

How to create an account on EU CV ONLINE

To be able to apply for a vacancy at ELA, you must first create an account on EU CV Online. If you already have an account there, you can simply skip this part and go directly to the next step showing you how to submit your application. The language options are EN, FR and DE, and you can choose your preferred language in the right corner of the page.

Create your account on EU CV Online

To access the vacancies posted on our website, you can regularly check <https://www.ela.europa.eu/vacancies>. Each Vacancy Notice includes a “How to apply” section, where you will find the link to [EU CV Online platform](#).

Once you reach EU CV Online, the following warning message will appear:

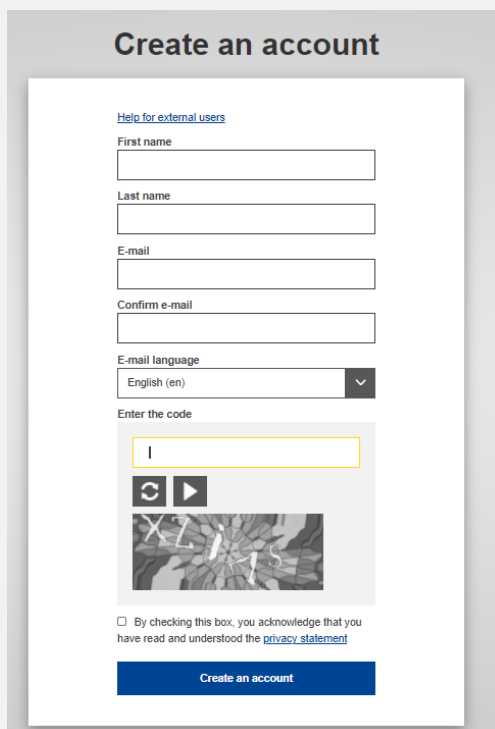
“In order to use EU CV Online, you should first connect to EU Login. By clicking on the "Login" button, you will be redirected to EU Login.

If you already have a EU Login, it will be sufficient to identify yourself, following which you can accede to the welcome page of EU CV Online.

If you do not yet have a EU Login, you need to create one first by clicking on "Create an account".

You can then access EU CV Online to associate your EU Login username to your EU CV online account, if you have one.”

How to create a EU Login



Create an account

[Help for external users](#)

First name

Last name

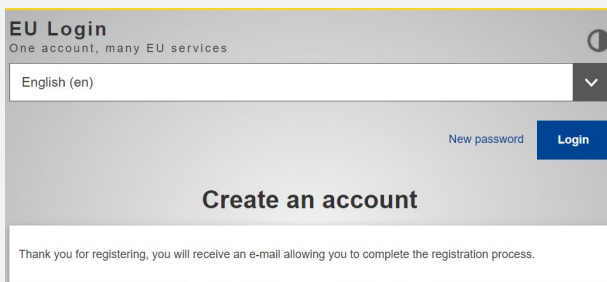
E-mail

Confirm e-mail

E-mail language
English (en)

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)



EU Login
One account, many EU services

English (en)

[New password](#)

Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

You can then **create your EU CV Online account**.

EU CV online - Apply for jobs with European Institutions and bodies

EU CV Online does not recognise an account linked to EU Login.

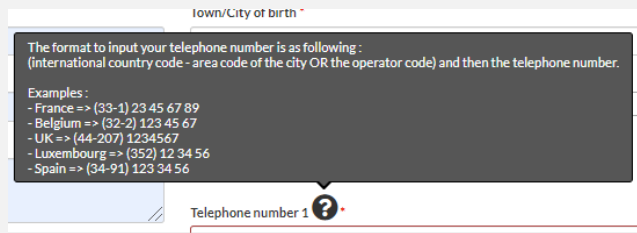
If this is the first time you connect to EU CV Online, please click on the button "Create a new account" to create your account.

[Create a new account](#)

You will have to fill in the fields, as shown in the image below:

Personal details

Surname at birth *	Date of birth *
Current surname *	Town/City of birth *
Forename *	Country of birth *
Street *	Sex *
117 characters remaining (117 maximum)	<input type="radio"/> F <input type="radio"/> M
Post code *	Telephone number 1 ?
Place *	Telephone number 2 ?
Country *	Mobile telephone ?
Nationality *	Fax number ?
Other nationality	E-mail *
	Personal web site
	Save



If not done already and you are a new user, you must first fill in the **electronic CV**.

How to create your e-CV

e-CV - Applications

- Information to be completed by open competition/selection laureates
- Professional experience
- Education
- Training
- Languages
- Skills and competences
- Publications
- Referees
- Additional information
- [View the entire e-cv](#)

The sub-sections to be completed:

Information to be completed by open competition/selection laureates

Are you on a reserve list of laureates of a competition organised by EPSO or by a European Institution?

Yes No

Are you registered for the call for expressions of interest launched by EPSO to compile a database of candidates to be recruited as "contract staff"?

Yes No

Save

Professional experience

Date * to

Full time Part time Today

Economic sector *

European Institution (or Agency)
 International organisation
 Public or semi-public administration
 Private sector

Employer *

Country *

Job *

Field of activity(s) *

Size of organisation *

Management experience ? *
 No Yes

Main achievements *

2000 characters remaining (2000 maximum)

Cancel Save

Education

Date * to

Level of education *

Diploma obtained

Title of diploma *

Field of activity(s)

Name of institution *

Place *

Country *

Cancel Save

Training

Duration of training *
 Years Months days

Start year *

Name of institution *

Town/City *

Country *

Subject of training *

200 characters remaining (200 maximum)

Cancel Save

Languages

Language *

Mother tongue

Speaking *

Writing *

Reading *

Understanding *

Translated *

Cancel Save

Skills and competences

Social skills and competences

1000 characters remaining (1000 maximum)

IT skills and competences

1000 characters remaining (1000 maximum)

Organisational skills and competences

1000 characters remaining (1000 maximum)

Artistic skills and competences

1000 characters remaining (1000 maximum)

Technical skills and competences

1000 characters remaining (1000 maximum)

Other skills and competences

1000 characters remaining (1000 maximum)

Save

Publications

Title of publication*

500 characters remaining (500 maximum)

Date of publication*

Name of publisher

Publication's web address

Cancel

Save

Referees

Referee's name*

Referee's forename*

Referee's job*

Referee's e-mail address

Referee's telephone number 

Referee's address

500 characters remaining (500 maximum)

Cancel

Save

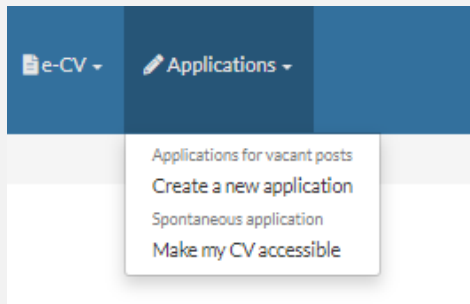
e-CV - Applications -

- ✓ Information to be completed by open competition/selection laureates
- ✓ Professional experience
- ✓ Education
- ✓ Training
- ✓ Languages
- ✓ Skills and competences
- ✓ Publications
- ✓ Referees
- ✓ Additional information

[View the entire e-cv](#)

Once the CV is completed, you may choose and apply to the call for expressions of interest of your choice. You are advised to fill out all relevant fields of the application. All technical questions concerning EU CV Online must be sent through the contact page of EU CV Online.

How to apply for a call of expression of interest



Apply	Reference number	Description	Date of publication	Closing date for registrations	Full description
	SRB/AD/2021/004	Legal Expert Ref: SRB/AD/2021/004 Grade: AD6 Deadline: 19 April 2021 (midday, Brussels time) Place: Brussels, Belgium	19/03/2021	19/04/2021 (12:00)	
	SRB/AST/2021/002	ICT INFRASTRUCTURE ASSISTANT Ref: SRB/AST/2021/002 Grade: AST3 Deadline: 19 April 2021 (midday, Brussels time) Place: Brussels, Belgium	19/03/2021	19/04/2021 (12:00)	
	ET/ICA/2021/152	THE EUROPEAN INSTITUTE OF INNOVATION AND TECHNOLOGY (EIT) Contract Staff (M/R) Policy Support Officer Ref: ET/ICA/2021/152 Grade: PG IV Deadline for applications: 9 April 2021 Location: Budapest, Hungary More information: http://eit.europa.eu/collaborate/careers	09/03/2021	09/04/2021 (13:00)	
	ELA/SNE/2021/02	Seconded National Expert - various profiles Ref: ELA/SNE/2021/02 Type: Seconded National Expert (SNE) Deadline for applications: 16 March 2021, 12:00 (midday Brussels time)	16/02/2021	30/03/2021 (12:00)	

After selecting the call you intend to apply to, the following steps have to be completed:

Complete your application

Call for applications (search several calls)	Description	Date of publication	Closing date for registrations	Full description
ELA/SNE/2021/02	Seconded National Expert - various profiles Ref: ELA/SNE/2021/02 Type: Seconded National Expert (SNE) Deadline for applications: 16 March 2021, 12:00 (midday Brussels time)	16/02/2021	30/03/2021	

Letter of motivation *

8000 characters remaining (8000 maximum)

I solemnly declare that the statements made in this application are truthful, complete and correspond to the supporting documents in my personal profile and am aware that any inaccurate, false or fraudulent statement may result in my exclusion from the competition at any stage.

Back

Save

Applicant N° / Application N° [REDACTED] has been successfully created using the data in your e-CV. You can now update your application until the closing date without modifying the data in your e-CV.

[Update your application 236862](#)

[Create another application](#)

[Update your e-CV](#)

We hope this information is useful and will make your application process easier.