European Labour Authority

ELA Recruitment Guidelines to candidates

Step by step guide on how to submit your application via EU CV Online

Step by step guide on how to submit your application via EU CV Online

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- Create an account in EU CV ONLINE in their initial page

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=noAccount&langue=EN

European Commission / Human Resources and Security DG / 🏠 EU CV Online

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

If you already had an account with EU CV online, please enter your e-mail and password and click on the button "Associate my account" to link your account to your EU Login.

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• Fill in your personal details

The communication between ELA and any candidate will be done via email. Make sure you indicate an email address to which you will have access during the entire time of the selection procedure.

Personal details

Surname at birth *

Current surname *

Forename *

Street *

117 characters remaining (117 maximum)

Post code *

Place *

Country *

Nationality *

Date of birth *

Town/City of birth *

Country of birth *

Sex *

F   M

Telephone number 1 ❓ *

Telephone number 2 ❓

Mobile telephone ❓

Fax number ❓

E-mail *

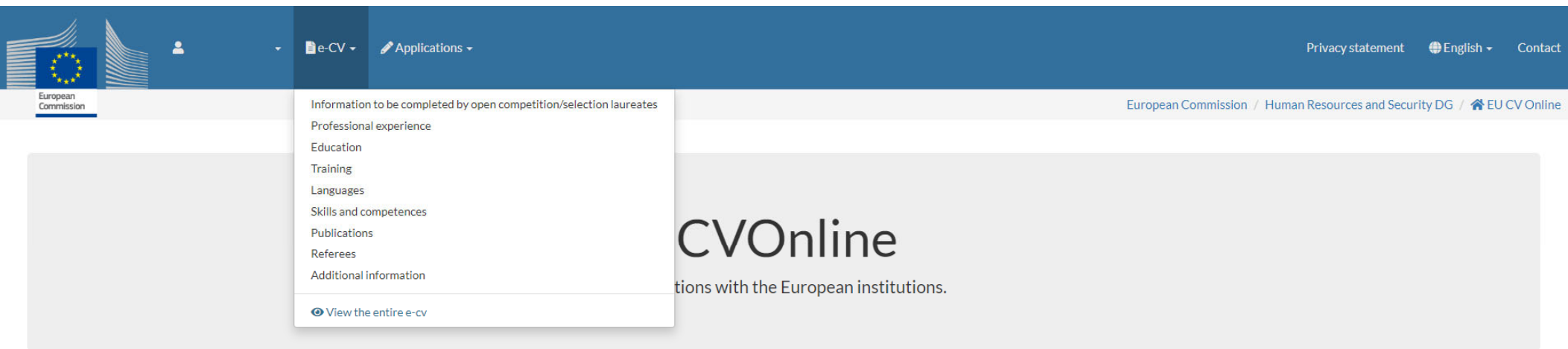**ELA**
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- Once you have filled your personal details, you will have an EU CV Online account

Welcome to EU CVOnline

EU CVOnline allows you to manage your applications with the European institutions.

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• Create your e-CV in EU CV Online

You must fill in EU CV Online the sections for your CV. You will find more information on them in the next slides.

European Commission

👤 ▾ | 📄 e-CV ▾ | ✏ Applications ▾ | Privacy statement | 🌐 English ▾ | Contact

European Commission / Human Resources and Security DG / 🏠 EU CV Online

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

CVOnline

...tions with the European institutions.

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- Skip the section "Information to be completed by open competition/selection laureates" *(not mandatory and not relevant field)*

For ELA, the section "Information to be completed by open competition/selection laureates" is not relevant. You do not need to fill this section.

👤   📄 e-CV ▾   ✏ Applications ▾   Privacy statement   🌐 English ▾   Contact

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

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• Insert each professional experience you have *(mandatory field)*

Please note that the all applications will be assessed exclusively based on the information and level of details provided by the candidates in their application form.

👤   ▾   📄 e-CV ▾   ✏️ Applications ▾

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Professional experience   ➕

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- Complete all the fields for each professional experience you would like to indicate in your application

Please note that the all applications will be assessed exclusively based on the information and level of details provided by the candidates in their application form.

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) *

[Choose one or more domains   ]

Size of organisation *

[▾]

Management experience ? *

🔵 No
⚪ Yes

Main achievements *

[   ]

2000 characters remaining (2000 maximum)

[Cancel]   [Save]

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- Insert each education degree you would like to indicate in your application *(mandatory field)*

Please note that the all applications will be assessed exclusively based on the information and level of details provided by the candidates in their application form.

👤 ▾   📄 e-CV ▾   ✏️ Applications ▾

Education   ➕

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- Complete all the fields for each degree you would like to indicate in your application

Please indicate the exact date when the diploma was obtained. This date is relevant to count your eligibility.

Please note that the all applications will be assessed exclusively based on the information and level of details provided by the candidates in their application form.

- Insert each training you would like to indicate in your application *(not mandatory field)*

Please note that the all applications will be assessed exclusively based on the information and level of details provided by the candidates in their application form.

👤   ▾   📄 e-CV ▾   ✏ Applications ▾

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Training ➕

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- **Complete all the fields for each Training you would like to indicate in your application**

Please note that the all applications will be assessed exclusively based on the information and level of details provided by the candidates in their application form.

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**

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• Insert each language you would like to indicate in your application *(mandatory field)*

As the predominant working language of ELA is English, candidates must have an excellent command of spoken and written English. Candidates must also have a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of his/her duties.

Languages ➕

Mother tongue ?		Speaking	Writing	Reading	Understanding	Translated	

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- Complete all the fields for each language you would like to indicate in your application

The knowledge you indicate is based on self-assessment. English proficiency will be tested during the assessment phase of the selection procedure.

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Languages

Language *

☐ Mother tongue

Speaking *

Writing *

Reading *

Understanding *

Translated *

Cancel Save

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- Complete all the fields for each skills and competences you would like to indicate in your application *(not mandatory field)*

Please note that the all applications will be assessed exclusively based on the information and level of details provided by the candidates in their application form.

Social skills and competences

1000 characters remaining (1000 maximum)

Organisational skills and competences

1000 characters remaining (1000 maximum)

Technical skills and competences

1000 characters remaining (1000 maximum)

IT skills and competences

1000 characters remaining (1000 maximum)

Artistic skills and competences

1000 characters remaining (1000 maximum)

Other skills and competences

1000 characters remaining (1000 maximum)

Save

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- Insert each publication you would like to indicate in your application *(not mandatory field)*

Please note that the all applications will be assessed exclusively based on the information and level of details provided by the candidates in their application form.

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Publications

+

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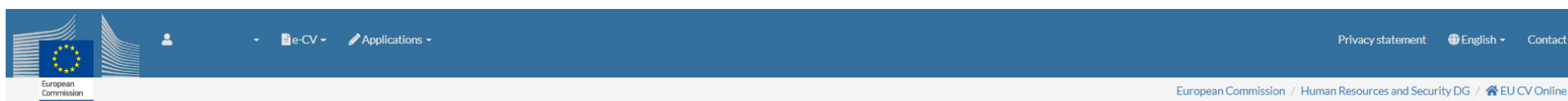
- Complete all the fields for each publication you would like to indicate in your application

Please note that the all applications will be assessed exclusively based on the information and level of details provided by the candidates in their application form.

Publications

Title of publication *

Date of publication *

Name of publisher

Publication's web address

500 characters remaining (500 maximum)

Cancel   Save

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- Insert referees you would like to indicate in your application *(not mandatory field)*

Please note that by indicating a referee, you are giving to ELA the consent to contact them. However, it is not a practice from ELA to contact referees.

Referees ➕

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- Complete all the fields for each referee you would like to indicate in your application

Please note that by indicating a referee, you are giving to ELA the consent to contact them. However, it is not a practice from ELA to contact referees.

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- Add any information on disability or request of measures to be taken into consideration to enable you to take part in the assessment phase.

In addition, feel free to contact recruitment@ela.europa.eu for any request on any special arrangements you think are needed to make it easier for you to take part in the selection.

If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail, postmarked no later than the closing date for registration. All subsequent communication between the Commission and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body.

Additional information

Do you suffer from a disability requiring individual measures to be taken to enable you to take part in the selection interview ?

◯ Yes   ✅ No

Comments

[   ]

2000 characters remaining (2000 maximum)

Save

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- Please note that EU CV Online will not allow you to submit your application unless you have completed at least the Professional Experience, Education & Languages field.

All the other fields are not mandatory. Once you have filled all the fields or at least professional experience, education and languages, EU CV Online will allow you to submit your application.

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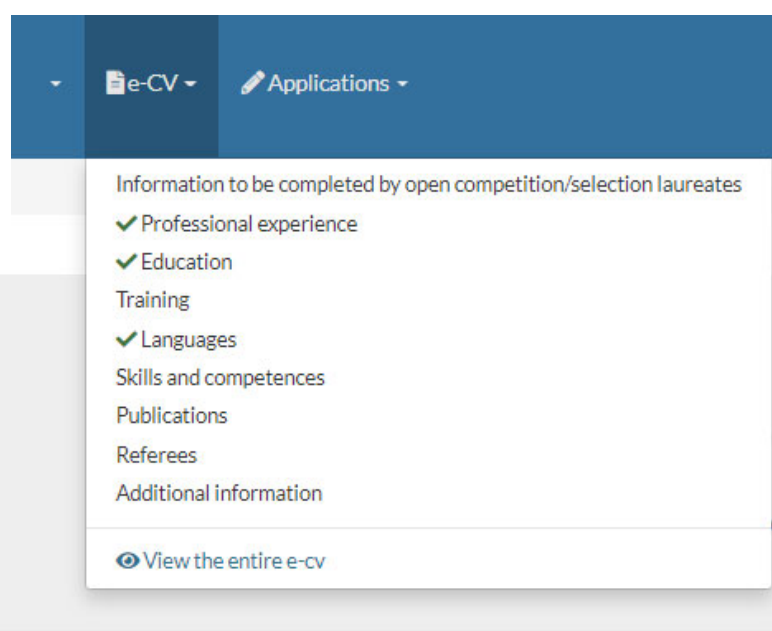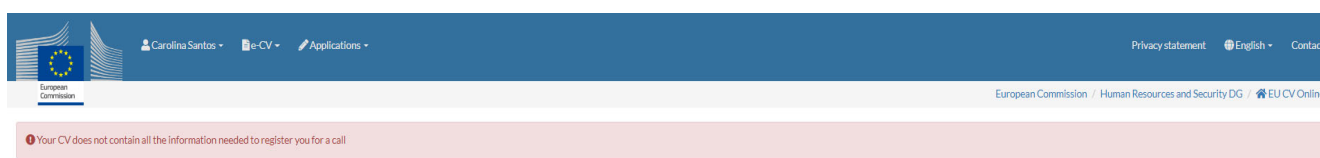
- Once your e-CV is complete, you can create a new application
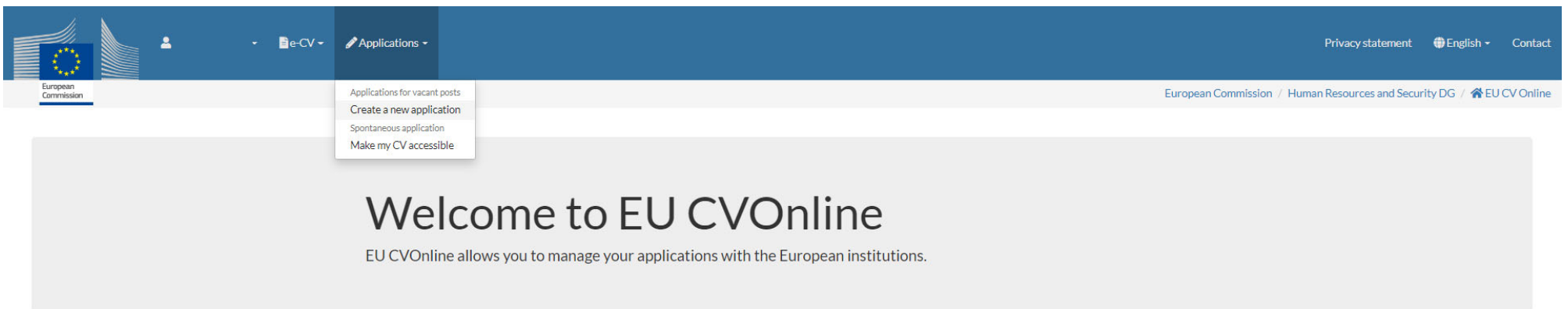
- In the list of open call for applications, you should choose the one you would like to apply for

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- Once you choose the call you would like to apply for, you need the insert your letter of motivation and to check the box declaring your statements are truthful *(mandatory)*
- Click save to submit your application.

Complete your application

Call for applications (search several calls)	Description	Date of publication	Closing date for registrations	Full description
ELA/SNE/2022/12	SNE Labour Mobility Information and Services Ref: ELA/SNE/2022/12 Type: SNE Deadline for applications: 12 September 2022, 12.00 (midday, CET time)	05/08/2022	12/09/2022	

Letter of motivation *

8000 characters remaining (8000 maximum)

1. 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

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- Once you save your application, you receive a confirmation with your application number

Applicant N° / Application N° 253629 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 253629
Create another application
Update your e-CV

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• In addition, you receive an email with the confirmation of your application

Acknowledgement of receipt

Reference: ELA/SNE/2022/12
Object: Your application file n° 253629

Thank you for your interest in working in: **European Labour Authority (ELA)**

We hereby acknowledge receipt of your application file on EU CV online - for the vacancy notice **ELA/SNE/2022/12**

Please consult your email account regularly for further communication related to the post and make sure that any communication from us is not classified as junk mail. Our email address: recruitment@ela.europa.eu

If you have any questions and/or require further information, please contact our mailbox recruitment@ela.europa.eu

Yours sincerely,

Human Resources
European Labour Authority (ELA)

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- If you would like to edit your application, you can update your application until the deadline. You don't need to withdrew your application and submit it again.

Applicant N° / Application N° 253629 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 253629 |
| Create another application |
| Update your e-CV |

- Make any changes you would like to and save them until the deadline for applications. Your application will be automatically updated.

Applicant N° / Application N° 253629

e-CV linked to application number 253629

Call for applications (search several calls)	Description	Date of publication	Closing date for registrations	Full description
ELA/SNE/2022/12	SNE Labour Mobility Information and Services Ref: ELA/SNE/2022/12 Type: SNE Deadline for applications: 12 September 2022, 12.00 (midday, CET time)	05/08/2022	12/09/2022	📎

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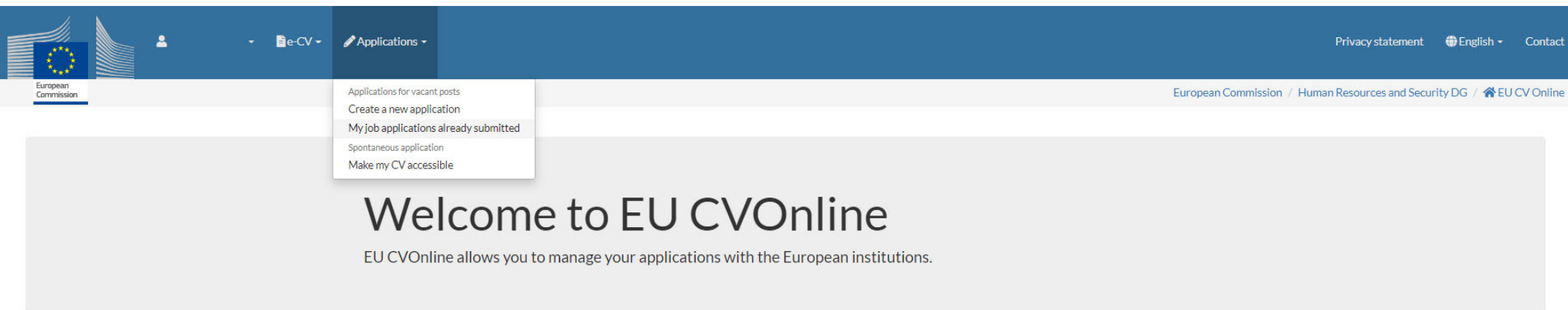- Additional information

Letter of motivation *

7905 characters remaining (8000 maximum)

☑ 1. 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

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- Once your application is submitted, you can see it under "My job applications already submitted"

Important information for submitting your application

Please note:

- It is your responsibility to complete your online registration in time.

- Only complete applications registered via EU CV Online before the deadline will be considered.

- The system will close the possibility for applications on the day of the deadline at 12.00 (midday, Bratislava time). You will not be able to submit your application after this deadline.

- We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem with the internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process.

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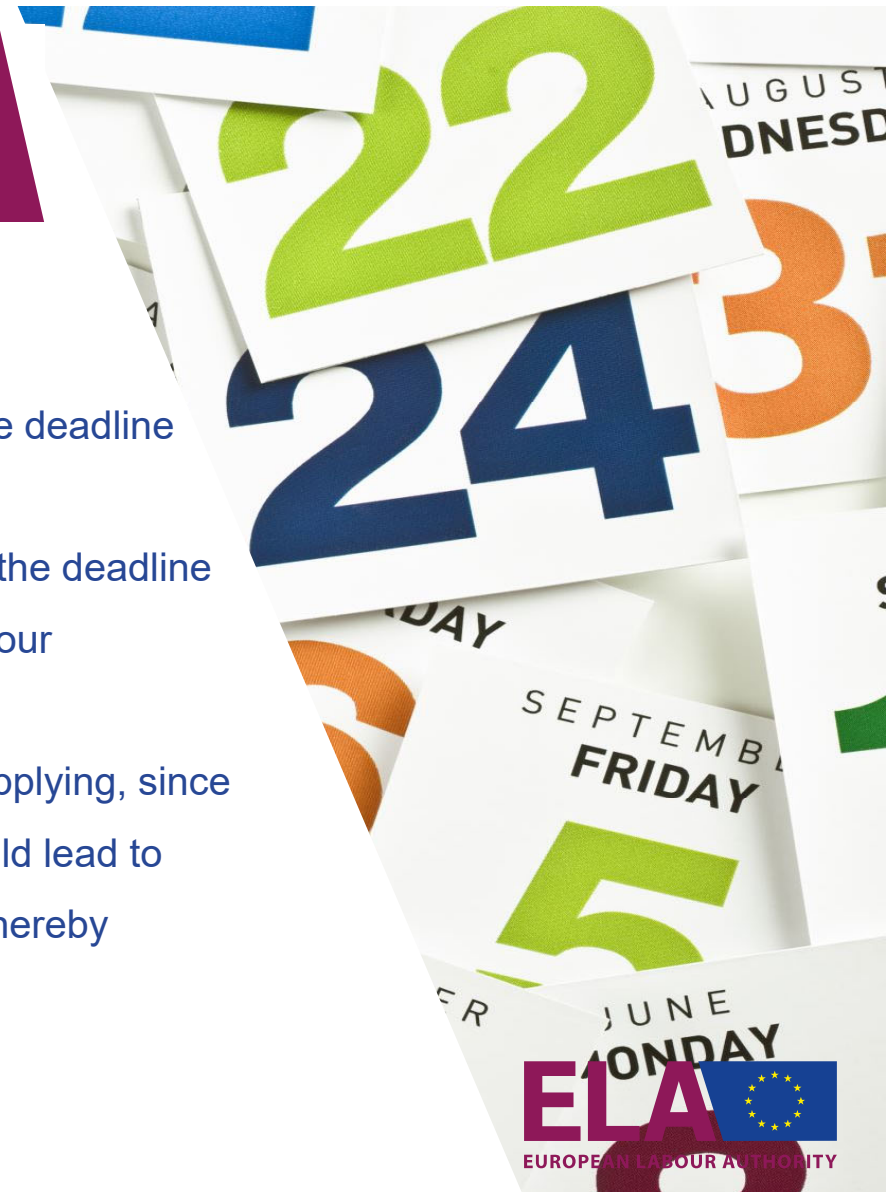
- For any technical problems with EU CV Online, please contact them directly through their website

You submitted your application. What are the following steps?

After the closure of the deadline for applications

- ELA HR and the selection committee will check the eligibility of all the candidates.

- The selection committee will proceed with the pre-assessment phase and scoring of CVs.

- Once the pre-assessment phase is completed, all the candidates will be notified via email:

  - In case you are one of the top scored shortlisted candidates, you will be invited to the assessment phase;

  - In case you are not shortlisted, you will be informed that your application is no longer taken into consideration.

- The assessment phase will be held online and in English.

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Important information on the selection procedure

Please note:

- Applications not submitted in English will be excluded from the selection procedure.
- The selection procedures are highly competitive and, due to the huge number of applications, take several months to be completed.
- You can find updates on the ELA recruitment procedures on our website.
- The selection committee's internal proceedings are strictly confidential.
- Any contact with the selection committee is strictly forbidden.
- Under no circumstances should candidates approach the selection committee, either directly or indirectly, concerning the selection procedure. Any infringement of this rule will lead to the disqualification from the selection procedure.

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Thank you!

If you still have doubts, please contact us through
recruitment@ela.europa.eu

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