

FAQs

ELA traineeship programme

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1. Before applying to ELA

Q1. I am a national of a country that is not a Member State of the EU. Am I eligible to apply for a traineeship at ELA?

Generally, trainees are selected from nationals of the Member States of the European Union. However, our traineeship programme may be open to applicants from other countries outside the EU. This information is available in the call for applications of the Traineeship Programme.

Q2. Who can apply for a traineeship at ELA?

This programme is addressed mainly to university graduates, without excluding those who, in the framework of lifelong learning, have recently obtained a university diploma and are at the beginning of a new professional career.

Q3. Is there an age limit for applying?

No, there is no age limit. We welcome all applicants who fulfil the eligibility criteria regardless of age.

Q4. What language(s) do I have to speak to be considered for a traineeship at ELA?

Applicants must have a very good knowledge¹ of at least two official languages of the European Union, one of which must be English, as English is the main working language at ELA. Applicants from outside the EU are required to have a very knowledge of English, at least at B2 level.

Q5. Do I have to provide a certificate for my language skills?

No, you are required to indicate your level in your application without attaching any certificates. The language skills are assessed during the online interview.

Q6. What education level is required for the traineeship at ELA?

Candidates must have completed at least the first cycle of a higher education course (i.e. university education) and obtained a full degree or its equivalent, attested by a diploma by the closing date for applications.

Q7. I have already done three years of studies, but my university program is four/five years long. Can I apply?

No, in order to apply you must have obtained a full degree or its equivalent by the time of the closing date for applications

¹ The self-assessment of the candidate should be done in accordance with [the CEFR Levels - Common European Framework of Reference for Languages \(CEFR\) \(coe.int\)](https://coe.int/).

Q8. I have completed my studies but have not yet received a diploma. What kind of document should I provide?

In case you have finalized the first cycle of higher education but have not yet received a diploma, when requested for supporting documents you must provide a formal statement from your university confirming that you have obtained your full degree.

Q9. Is work experience necessary?

Work experience is not considered an eligibility criterion, but it can be an asset.

Q10. I have already done an internship in another European Institution. Can I still apply for the traineeship at ELA?

Yes, you are still eligible to apply for a traineeship at ELA. There is no incompatibility in case you have previously completed a traineeship in another EU institution.

Q11. In what field of study should I specialize in order to be considered for an internship?

The ELA traineeship programme is open to many fields of studies relevant to the Authority's activities, such as Governance, Compliance, Information, Communications, Finance, ICT, Human Resources, etc. For more information, please refer to the traineeship call where you will find more information on the profiles.

2. Applying to ELA

Q1. Is there a new traineeship call every year?

Yes, there is a new traineeship call every year, typically opening in late spring with the intake scheduled for early autumn.

Q2. Which are the steps of the selection process?

1. Publication of the traineeship call on ELA website: at this stage you can apply electronically via EU CV Online within the specified deadline.
2. After the deadline, applications are screened against the eligibility criteria defined in the traineeship call.
3. Eligible candidates are shortlisted based on their competencies and the Unit's needs.
4. Invitation of shortlisted candidates to an online interview for discussing suitability for the role, mutual expectations and possible starting date of the traineeship.
5. Once the interview process is completed, you will be informed if you are selected, rejected or placed in a short list for future openings for the specific and/or similar profile you have applied for. This list may be used for other traineeships depending on the needs of the Agency.
6. If you are a successful candidate, you will receive a traineeship offer through a letter from Human Resources, and you will be asked to provide a series of documents (e.g. copy of university degree/statement, proof of health insurance, copy of criminal record etc.)

Q3. How can I submit my application?

You must submit your application electronically through EU CV Online, via the link available in the traineeship call.

Q4. What language should I use in my application?

You are requested to submit your application (CV and motivation letter) in English. Applications not submitted in English will not be considered.

Q5. What is the application deadline?

The deadline for applications is available in the traineeship call. No application submitted after the deadline will be considered.

Q6. Under what circumstances will my application not be considered?

Applications will not be considered if:

- They are not submitted before the deadline via the EU CV Online System;
- They do not meet the eligibility criteria;
- They are not submitted in English.

Q7. Can I modify my application after I submitted it?

Yes, you may modify your application in the EU CV Online System before the closing date of the application. After the closing date, any modifications will not be considered.

Q8. How can I check the status of my application?

The status of the traineeship recruitment procedure is updated on ELA's website. No additional information can be given to candidates until the selection procedure has been concluded.

Q9. Do I need to send any supporting documents when applying?

No, you should not send any supporting documents when you submit your application. Supporting documents will be requested only at a later stage, should you receive an offer from us.

Q10. Will I be notified if my application is unsuccessful?

All candidates will be informed of the outcome of the selection procedure.

Q11. I have been placed on the short list. What does it mean?

This means that you have been included in the list of most suitable candidates, and your profile remains available to managers, so you may be contacted for a position. Please note that inclusion on the short list does not guarantee recruitment.

Q12. In case I am not selected this year, can I reapply next year? Will this have an impact on the outcome of my next application?

Yes, you are welcome to apply. A decision made in one recruitment process will not impact your eligibility to participate in any future selection procedure.

Q13. How are candidates informed about the results of the selection procedure?

Candidates will be informed about the outcome of the selection procedure via email. Please make sure you correctly register your email address.

3. Joining ELA

Q1. When does the traineeship start?

The traineeship typically starts in early autumn, on the 1 or the 16 of a given month. For exact dates and details, please check the traineeship call on our website.

Q2. Where is the traineeship based?

Our traineeship program is in person, and it is based at ELA's Headquarters in Bratislava, Slovakia. Additionally, one traineeship post is available at the Liaison Office in Brussels.

Q3. Are travel costs reimbursed?

Trainees whose place of residence, as indicated in their application form, is more than 50 km from the traineeship location at the beginning of the traineeship are entitled to a fixed travel allowance of 400 euros.

Q4. How and where can trainees find accommodation if they are selected?

ELA does not provide support or accommodation allowance to trainees. However, if you are selected, we will provide you with a guide that contains useful information on several topics, including accommodation.

Q5. What is the duration of the traineeship?

Traineeship agreements are initially offered for a period of six months with the possibility of extension, to a maximum of twelve months of service in total, upon justification by the Head of Unit and budget availability.

Q6. Is the traineeship paid?

Trainees are awarded a monthly allowance of 25% of the basic remuneration of a temporary agent at grade AD 5/1. For the updated and detailed amount, please refer to the traineeship call on our webpage.

Q7. Do I have to pay tax on my traineeship grant?

The traineeship grant is not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for discharging any taxes due to the ELA's allowance by virtue of the laws in force in the State concerned.

Q8. Are trainees insured?

ELA does not provide health insurance to trainees, therefore trainees must provide proof that they are covered for the entire duration of the traineeship, either by the European Health Insurance Card or a private insurance scheme.

Q9. What are the working hours for trainees?

Trainees have the same work arrangements as ELA statutory staff, which includes a 40-hour work week and flexible work arrangements.

Q10. Can trainees work from home?

Yes, you can telework from the place of employment minimum 20% and up to 60% per week, if agreed with your manager.

Q11. Are trainees entitled to leave?

Trainees are entitled to two days of leave per month of service. Additionally, trainees are entitled to special leave for participation in job competitions, or post-graduate exams, subject to provision of official documentation from the job competition or their university supporting the request.

Q11. Can I attend training courses at ELA?

Trainees are entitled to access to courses through our learning platform, subject to availability.

Q12. What kind of facilities are there at ELA?

The building where ELA is located has a ground floor restaurant and coffee shop from external providers, bicycle parking, locker rooms with showers and a terrace accessible to all tenants. ELA occupies 4 floors, where you can find kitchenettes, a lounge area and a wellbeing room.

Q13. Where can you eat lunch at ELA?

ELA facilities include kitchenettes and a lunch and lounge area. It is possible to bring food from home and use one of the kitchenettes. We are also located within easy walking distance of a wide range of restaurants, cafés, and shops.

Q14. Does ELA organise social activities or events for colleagues and trainees?

Yes, ELA organizes social events throughout the year, trainees may join the activities organised by and for ELA staff.

Q15. Can trainees go on mission?

Yes, in exceptional cases trainees may accompany ELA staff on missions on the condition that the mission is of a technical or support nature, and not a representative one.

Q16. How closely do trainees work with other trainees?

Some trainees work together more closely than others. Trainees usually start on the same day and become a closeknit group through various training and social activities.

Should you have more questions, do not hesitate to reach ELA at recruitment@ela.europa.eu
