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|  | **JUNIOR PROFESSIONALS** **IN DELEGATION** *HIGH LEVEL TRAINEESHIP PROGRAMME[[1]](#footnote-1)* |  |

 |

**APPLICATION FORM**

**Traineeship round 2026-2028**

**1. PERSONAL DATA\***

|  |  |
| --- | --- |
| Family name | First name |
| Date of birth (*dd/mm/yyyy*) | Place and country of birth: |
| Citizenship at birth | Other Citizenship *(if applicable)* |
| GenderFemale Male Non-binary Prefer not to say |
| Marital status | Maiden name (*where appropriate*) |
| Name(s) of dependents (who would follow you to the place of the traineeship) and type of relationship |
| Contact address |
| Permanent address *(if not same as above)* |
| E-mail address |
| Mobile phone 1 (+ Int. code)  | Mobile phone 2 (+ Int. code) |
| Have you fulfilled any obligations imposed by the applicable laws concerning military service? **YES NO** |

**2. FORMAL & INFORMAL EDUCATION**

*[Always start with the most recent degree]*

|  |
| --- |
| **2.1. UNIVERSITY STUDIES\*** |
| University name | Principal subjects  |
| From / to (*dd/mm/yyyy*) |
| Type of qualification and field of study | City, country | Overall gradeThesis / dissertation |
| Overall grade |

|  |  |
| --- | --- |
| University name | Principal subjects  |
| From / to (*dd/mm/yyyy*) |
| Type of qualification and field of study | City, country | Thesis / dissertation |
| Overall grade |

|  |  |
| --- | --- |
| University name  | Principal subjects  |
| From / to (*dd/mm/yyyy*) |
| Type of qualification and field of study | City, country | Thesis / dissertation |
| Overall grade |

|  |  |
| --- | --- |
| University name  | Principal subjects  |
| From / to (*dd/mm/yyyy*) |
| Type of qualification and field of study | City, country | Thesis / dissertation |
| Overall grade |
|  |
| **2.2. INFORMAL EDUCATION / TRAINING RECEIVED** *(optional)* |
| From / to(*dd/mm/yyyy*) | Name of organisation providing education and training(city, country) | Qualifications obtained, principal subjects/occupational skills covered  |
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Papers or articles published *(optional):*

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| --- |
| **2.3. VOLUNTARY ACTIVITIES & LONG STAYS ABROAD** *(optional and only if relevant)* |
| From / to *(dd/mm/yyyy)* | Country, city | Brief description and activities |
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|  |  |  |
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**3. KNOWLEDGE OF LANGUAGES\****[Indicate your mother tongue(s) and level of knowledge of other languages.
Please use the following self-assessment scale:* [*Common European Framework of Reference for Languages*](https://europa.eu/europass/en/common-european-framework-reference-language-skills)*]*

|  |
| --- |
| **Mother tongue(s)** |

**Other language(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Understanding** | **Speaking** | **Writing** | **Certificate** *(if applicable)* |
| **Language** | Listening | Reading | Spoken interaction | Spoken production |  |  |
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**4. PROFESSIONAL EXPERIENCE\****[Professional experience is considered as an asset and is not an eligibility criterion. If applicable, fill in the following sections,* ***starting with your present / most recent post****, and list in reverse order your previous employment.]*

|  |  |  |
| --- | --- | --- |
| From / to(*dd/mm/yyyy)* | Full time Part time | Address of employer |
| Name of employer |
| Occupation or position held |
| Description of tasks and functions |

|  |  |  |
| --- | --- | --- |
| From / to(*dd/mm/yyyy)* | Full time Part time | Address of employer |
| Name of employer |
| Occupation or position held |
| Description of tasks and functions |

|  |  |  |
| --- | --- | --- |
| From / to(*dd/mm/yyyy)* | Full time Part time | Address of employer |
| Name of employer |
| Occupation or position held |
| Description of tasks and functions |

|  |  |  |
| --- | --- | --- |
| From / to(*dd/mm/yyyy)* | Full time Part time | Address of employer |
| Name of employer |
| Occupation or position held |
| Description of tasks and functions |

|  |  |  |
| --- | --- | --- |
| From / to(*dd/mm/yyyy)* | Full time Part time | Address of employer |
| Name of employer |
| Occupation or position held |
| Description of tasks and functions |

|  |  |  |
| --- | --- | --- |
| From / to(*dd/mm/yyyy)* | Full time Part time | Address of employer |
| Name of employer |
| Occupation or position held |
| Description of tasks and functions |

**5. OTHER INFORMATION** *(optional)*

|  |  |
| --- | --- |
| **IT skills**  |  |
| **Other relevant skills and competences** |  |

**6. REFERENCES\*** *(Please indicate at least one reference.)*

|  |  |  |
| --- | --- | --- |
| Name and title | Name and title | Name and title |
| Employer | Employer | Employer |
| E-mail address | E-mail address | E-mail address |
| Telephone number | Telephone number | Telephone number |

*[The applicant hereby gives consent for the EEAS/Commission to contact the persons referred to above, if necessary, in connection with the application for the JPD Traineeship Programme. The applicant undertakes to inform the persons whose names they have given as references that their details have been sent to the EEAS/Commission and may be processed in the context of the JPD Traineeship Programme in compliance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.]*

**7. GEOGRAPHICAL REGIONS of preference \***

*Please read carefully the standard description of the training assignments for the EEAS and the Commission functions.*

**I apply for a traineeship position**

*(tick 1 box as appropriate).*

**to the EEAS: political functions, press and information**

or

**to the Commission: international partnerships, project/programme management, humanitarian affairs, etc.**

***Introduce geographical region(s) in your order of preference. Please note that this expression of interest does not guarantee an assignment in one of the preferred regions or domain of activities.***

|  |  |  |
| --- | --- | --- |
| **Preference order** | **Geographical region** | **Preferred domain of activities** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**8. MOTIVATION \*** *(max. 3000 characters with spaces)*

**9. DECLARATION BY THE APPLICANT \***

|  |
| --- |
| I, the undersigned, give my word of honour that the information provided in this application form is, to the best of my knowledge, true, complete and accurate on the date specified. I further declare that:* I have read and understood the Joint Decision of 12 June 2012 of the European Commission and the High Representative of the European Union establishing this High Level Traineeship Programme, as well as its implementing rules adopted by the Chief Operating Officer of the EEAS in agreement with the Directors-General of DG DEVCO and DG HR of the European Commission (as published on the EEAS website);
* I am a citizen of a Member state of the European Union and I enjoy my full rights as a citizen;
* I have fulfilled any obligations imposed by the applicable laws concerning military service;
* I meet the character requirements for a traineeship within a Union Delegation;
* I am, to the best of my knowledge, physically fit to perform a traineeship in the geographical regions I have identified in this application form among my preferences;
* I understand and give my consent that the entire process is based on this application, which I undertake to send only to the competent national authorities of the Member State to which I have decided to submit my application; and that the pre-selection process is implemented under the sole responsibility of the above Member State and entails no commitment or involvement on the part of the EEAS or the Commission; Hence I cannot lodge a complaint to the EEAS or the European Commission for any pre-selection decision taken by the above Member State;
* I hold at least a university degree equivalent to a Master’s degree in a domain relevant to the activities of the Union Delegations; I possess the proven capacity to communicate in the languages of the CFSP and external relations necessary for my integration into the professional environment in a Delegation; I undertake to submit, as soon as requested, any documents in support of the above statements and declarations in this application form;
* I give my consent to the EEAS and the Commission to contact, if necessary, any of the universities, enterprises, institutions, establishments or persons given as references in connection with my application for this traineeship programme;
* I realise that any false statement or omission and failure to answer the compulsory questions (marked \*), even if unintended on my part, may lead to the cancellation of my application or may cause the termination of my traineeship;
* I have read and understood the [EEAS EC Joint Privacy Statement - Data protection notice for the purpose of selection, recruitment and administrative management for Junior Professionals in the EU Delegations (JPDs)](https://www.eeas.europa.eu/eeas/eeas-ec-joint-privacy-statement-data-protection-notice-purpose-selection-recruitment-and_en). I consent to my details being stored electronically and in paper.
 |

Please confirm that you agree to the declaration above, enter your name in the boxes below, print this form, sign it and send a scanned copy by e-mail as per the instructions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:**  |  | **Date and place:** |  |
|  |  |  |  |
| **Signature** (*followed by the handwritten mention “read and approved*”): |

*Do* ***not*** *attach any other supporting documents at this stage.*

1. *Pursuant to the Joint Decision of the European Commission and the High Representative of the European Union of 12.06.2012 establishing a High Level Traineeship Programme in the Delegations of the European Union, and the decision of the Chief Operating Officer of the EEAS on its implementing rules.*

***\* compulsory information*** [↑](#footnote-ref-1)