



How to Apply for a Vacancy

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Introduction

This is a user guide which will provide basic information for applicants to be able to correctly fill in the online application.

The link to access the EUAA Vacancies website is <https://careers.euaa.europa.eu>.

Supported browsers for the EASO Vacancies website are **Google Chrome, Mozilla Firefox and Microsoft Edge (new version)**.

Disclaimer

Please note that the screenshots are derived from a test vacancy and do not necessarily correspond to any actual published vacancies.





Our Current Vacancies

EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11

Publication Date: February 15 2022

[Apply for this Vacancy](#)

Closing date for applications: **March 18, 2022 12:00 (Malta time)**

Vacancy notice: [EN](#)

EUAA/2022/CA/1234, Test Agent, Contract Agent, I

Publication Date: February 15 2022

[Apply for this Vacancy](#)

This will take you to the login page of the system.





Login to Your Account

New users can register [here](#)

Email

Password

Remember me [Forgot password?](#)

I'm not a robot  reCAPTCHA
Privacy Terms



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AGENCY FOR ASYLUM

➤ Vacancies

Login

Since you are still not logged in, the website will prompt you to login. If you have login credentials, enter your email, password, tick the “I’m not a robot”, complete the reCAPTCHA and click on **Login**.

If this is your first time using the system, please click on the Create Account button and follow the instructions detailed in the **Create Account** chapter.



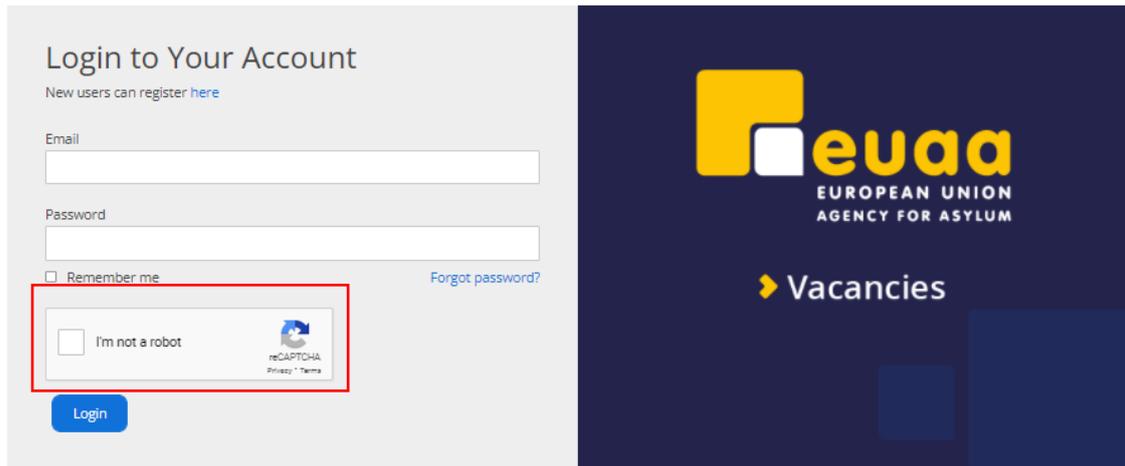
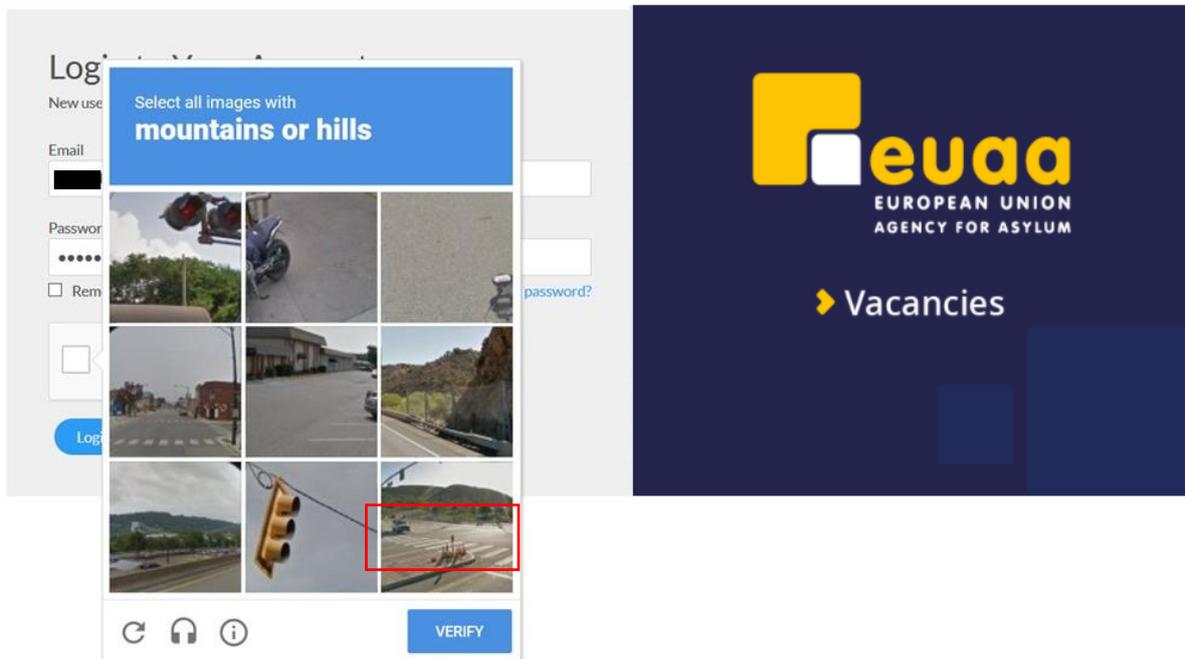


Figure 3. Login page

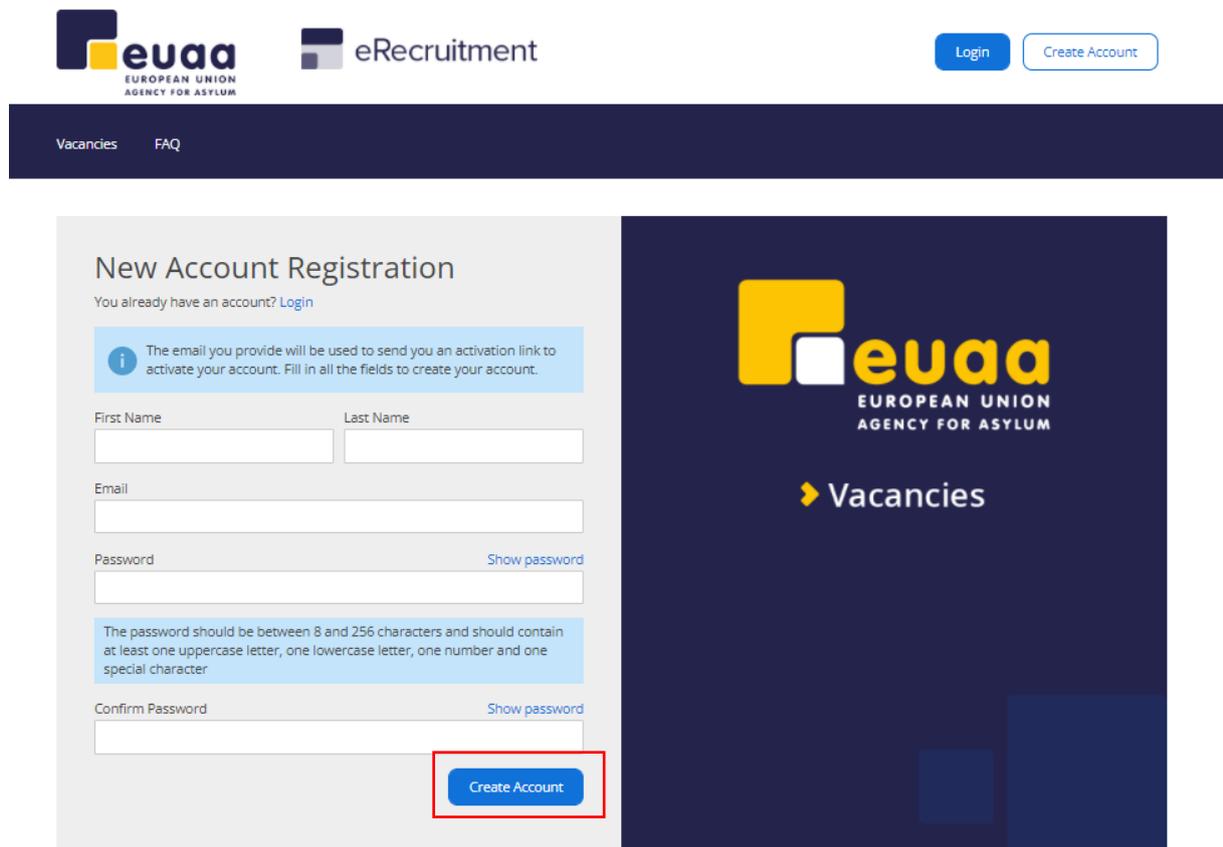
The reCAPTCHA challenge will look similar to the below so make sure to make the correct selection(s) and then click the **VERIFY** button:





Create Account

Fill in the form presented after clicking the Create Account button and click **Create Account** at the end of the form.



The screenshot shows the 'New Account Registration' form on the euaa website. The form is titled 'New Account Registration' and includes a link for users who already have an account. The form fields are: First Name, Last Name, Email, Password, and Confirm Password. A 'Create Account' button is highlighted with a red box. The background features the euaa logo and a 'Vacancies' link.

Figure 4. Create account form

The system will send you a confirmation email. Click on the link to activate your account, which will take you to the page illustrated below.





New Account Registration

You already have an account? [Login](#)



The email you provide will be used to send you an activation link to activate your account. Fill in all the fields to create your account.

Thank you, your account has been successfully created.
In order to activate your account, please follow the instructions enclosed in the email sent to you.

[Back to Home Page](#)[> Vacancies](#)

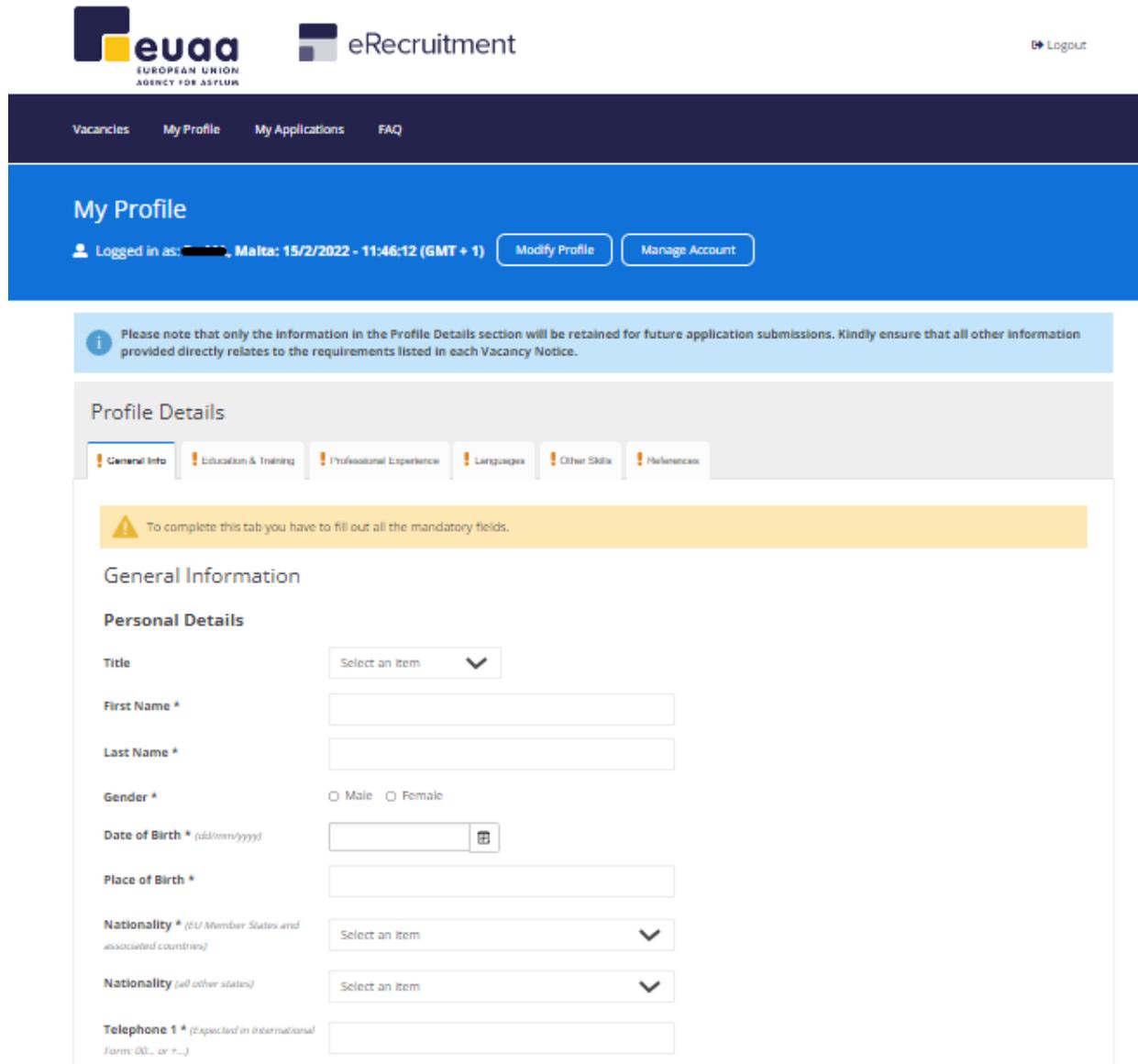
Figure 5. Account activation.





My Profile

Once you log in, you will either be sent to the **My Profile** page where you can start filling in the relevant information or to the **My Applications** page if you had previously created a profile and applied for any vacancy notice.



euaa EUROPEAN UNION AGENCY FOR ASYLUM

eRecruitment

Logout

Vacancies My Profile My Applications FAQ

My Profile

Logged in as: [redacted], Malta: 15/2/2022 - 11:46:12 (GMT + 1) [Modify Profile](#) [Manage Account](#)

Profile Details

General Info Education & Training Professional Experience Languages Other Skills References

To complete this tab you have to fill out all the mandatory fields.

General Information

Personal Details

Title

First Name *

Last Name *

Gender * Male Female

Date of Birth * (dd/mm/yyyy)

Place of Birth *

Nationality * (EU Member States and associated countries)

Nationality (all other states)

Telephone 1 * (Expected in International Form: 00... or +...-...)

Figure 6. My profile





Important Notice

You are required to fill in **ALL** the fields listed under each tab to complete your profile. Without a complete profile you cannot apply for a vacancy. Each of these tabs can be seen below.

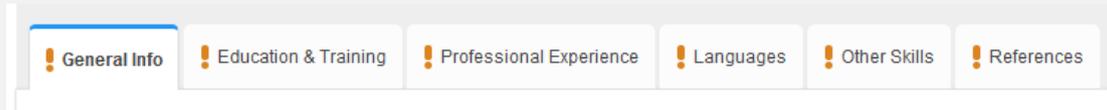


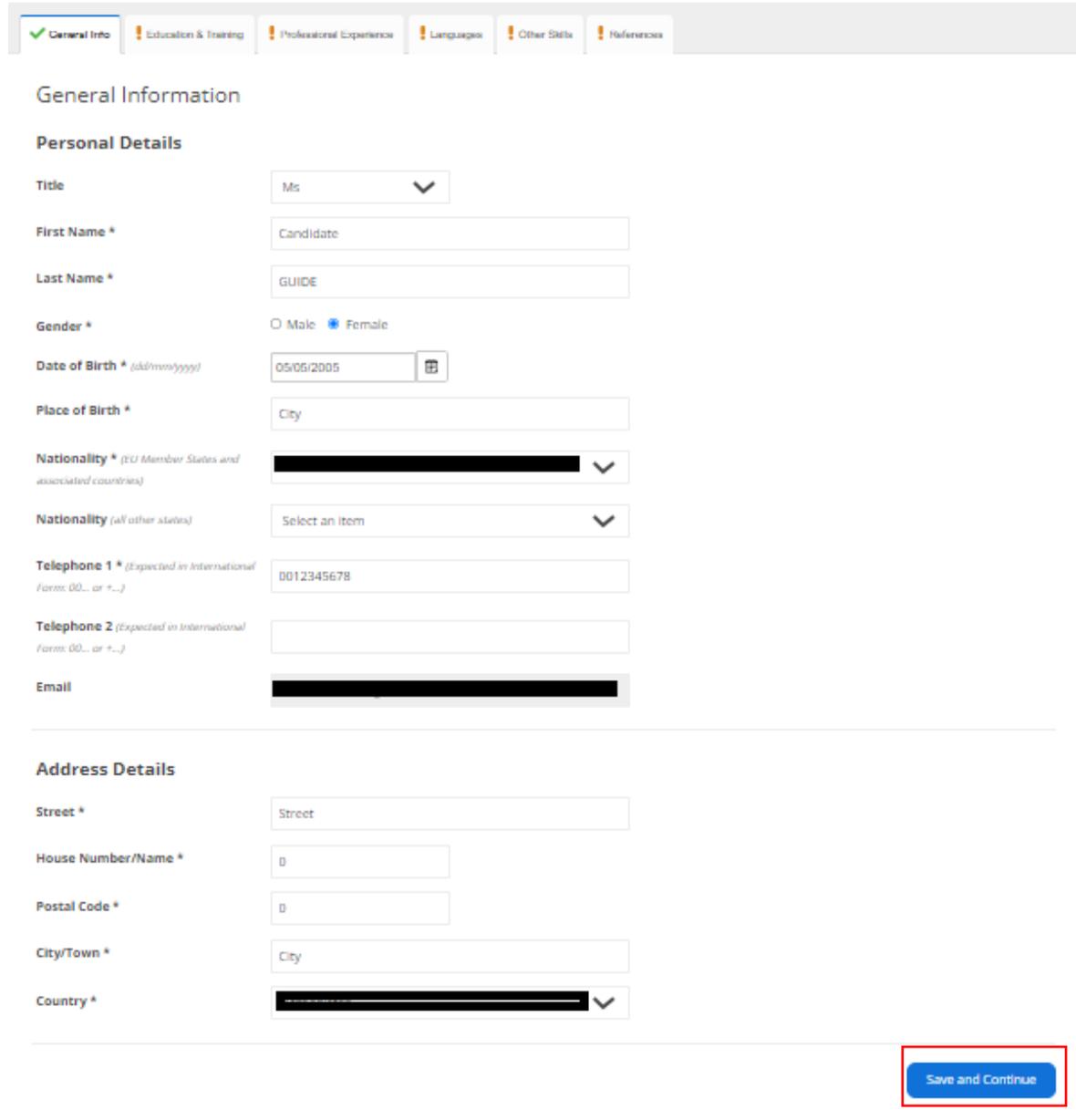
Figure 7. My profile tabs





My Profile – General Information

Fill in the **General information** tab and click on the **Save and Continue** button to move onto the next tab.



General Information

Personal Details

Title: Ms

First Name *: Candidate

Last Name *: GUIDE

Gender *: Male Female

Date of Birth *: (dd/mm/yyyy) 05/05/2005

Place of Birth *: City

Nationality *: (EU Member States and associated countries)

Nationality (all other states): Select an item

Telephone 1 *: (Expected in International Form: 00... or +...) 0012345678

Telephone 2: (Expected in International Form: 00... or +...)

Email:

Address Details

Street *: Street

House Number/Name *: D

Postal Code *: D

City/Town *: City

Country *:

Save and Continue

Figure 8. General information tab

When you have filled in all the information correctly and clicked on the Save and Continue button, you will see that the title of the tab now has a **green checkmark** which means that the details have been filled in correctly.





IMPORTANT!

Please be mindful to ensure that your **private email address** and **private phone number** are correct when completing in this section, since this information will be used to communicate with you at later stages of the selection procedure.

My Profile – Education and Training

In the **Education and training** tab click on the **Add Formal Education** button to fill in the details of your education. You can also enter any training courses that you have attended by clicking on the **Add a Training/Course** button.

IMPORTANT!

Our system requires a separate and mandatory entry for each of the following education levels:

- 1) Secondary education;
- 2) Post-secondary non-tertiary education;
- 3) Bachelor's degree;
- 4) Master's degree.

If you do not have one of these education levels you still need to add it to the list and mark it as **NOT APPLICABLE**. Otherwise you cannot complete the Education Section without inputting all details. Please refer to *Figure 11* for an example of the completed mandatory fields for this Section.

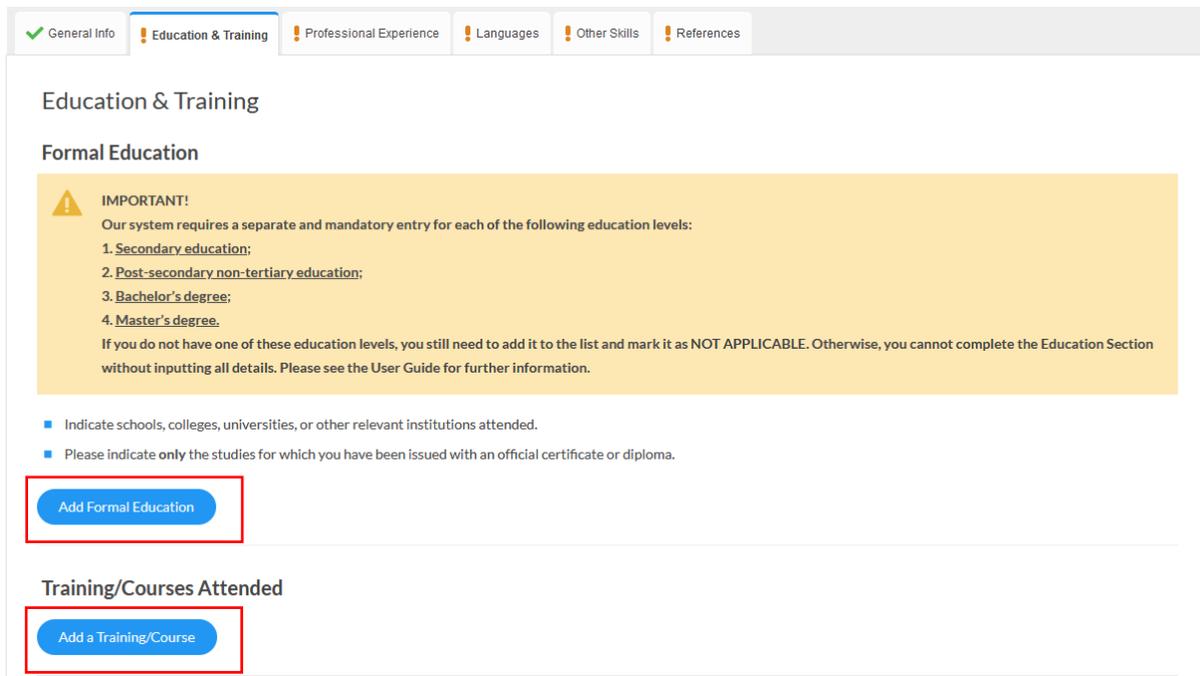
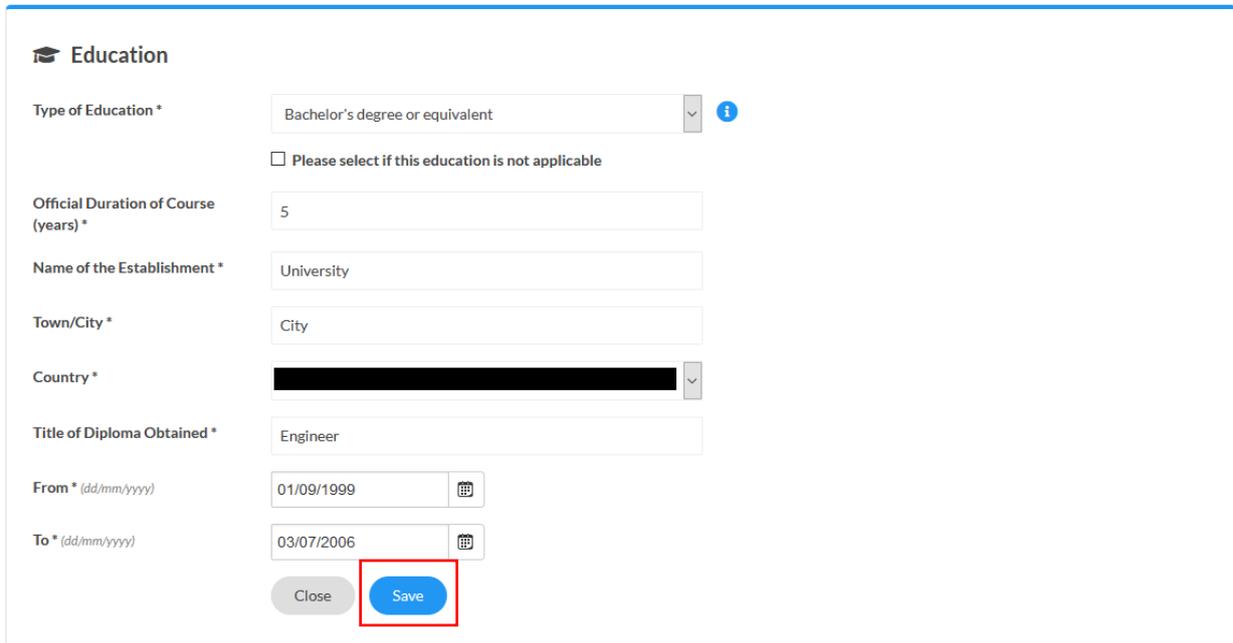


Figure 9. Education and training tab





Education

Type of Education *
Bachelor's degree or equivalent

Please select if this education is not applicable

Official Duration of Course (years) *
5

Name of the Establishment *
University

Town/City *
City

Country *
[Redacted]

Title of Diploma Obtained *
Engineer

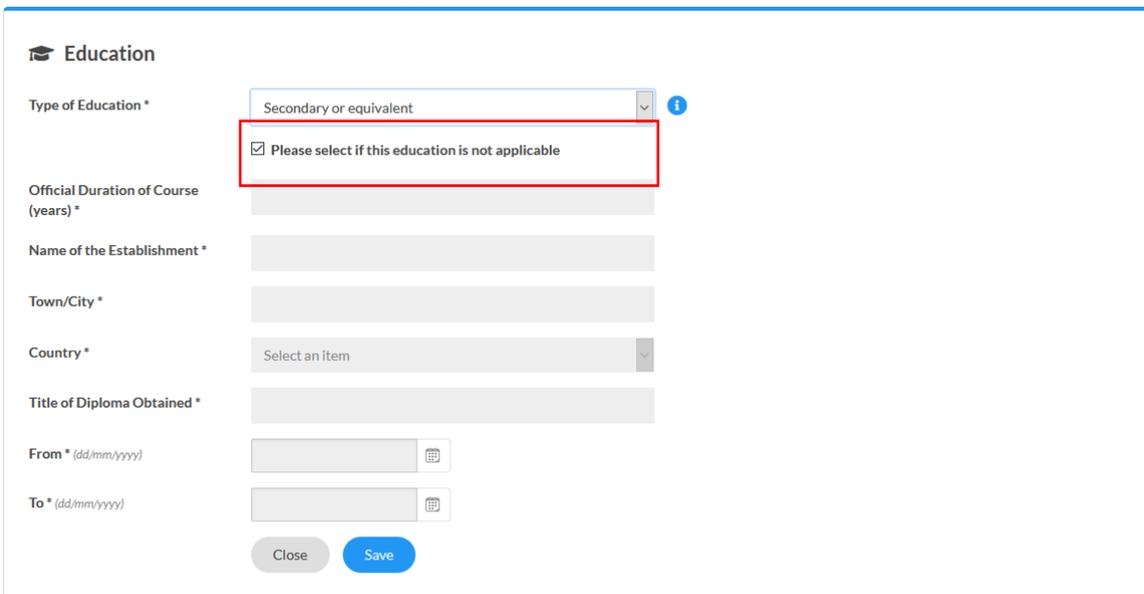
From * (dd/mm/yyyy)
01/09/1999

To * (dd/mm/yyyy)
03/07/2006

Close Save

Figure 10. Education entry

When you have filled in all the details you can click on the **Save** button to add more or continue to add Training/Courses if you have any. Please make sure to fill in all the mandatory fields for the system education levels. If one of the education levels is not applicable, tick the relevant box as below:



Education

Type of Education *
Secondary or equivalent

Please select if this education is not applicable

Official Duration of Course (years) *
[Redacted]

Name of the Establishment *
[Redacted]

Town/City *
[Redacted]

Country *
Select an item

Title of Diploma Obtained *
[Redacted]

From * (dd/mm/yyyy)
[Redacted]

To * (dd/mm/yyyy)
[Redacted]

Close Save





✓ General Info
✓ **Education & Training**
! Professional Experience
! Languages
! Other Skills
! References

Education & Training

Formal Education

- Indicate schools, colleges, universities, or other relevant institutions attended.
- Please indicate **only** the studies for which you have been issued with an official certificate or diploma.
- Please enter Secondary, Post secondary, Bachelor's and Master's degree which are mandatory to complete the education section. Select not applicable if you do not have one.

Type of Education	Official Duration of Course (years)	Name of the Establishment	Title of Diploma Obtained	Duration	Actions
Secondary or equivalent	N/A	N/A	N/A	N/A	Modify Delete
Post-secondary non-tertiary or equivalent	N/A	N/A	N/A	N/A	Modify Delete
Master's degree or equivalent	N/A	N/A	N/A	N/A	Modify Delete
Bachelor's degree or equivalent	5	University	Engineer	01/09/1999-03/07/2006	Modify Delete

[Add Formal Education](#)

Training/Courses Attended

[Add a Training/Course](#)

Save and Continue

Figure 11. All mandatory education levels filled in

The **Education and Training** tab now has a *green checkmark* ✓ which means that the details have been filled in correctly. You can now click on the **Save and Continue** button and move on to the next tab.





My Profile – Professional Experience

In the **Professional Experience** tab, you can fill in all your work experience. Start by clicking on the **Add your current situation** button to fill in your most recent experience.

✓ General Info ✓ Education & Training **Professional Experience** Languages Other Skills References

 To complete this tab you have to add at least one experience period.

Professional Experience

- Please list all your professional experiences starting with your ongoing or most recent employment and concluding with your first employment.
- **Condition of Employment** - You are kindly requested to indicate whether employment was on a **full-time (FT)** or **part-time (PT)** basis. If the latter is true, please indicate the percentage of hours worked when compared to a full-time role
- **Ensure Documentation is Available** - Please only indicate the jobs (previous or present) for which you can provide sufficient documentation to certify the period worked (e.g. Contract of Service).
- **Remunerated work** - If you choose to list any traineeships, internships, fellowship placements or similar work experiences, please indicate whether remuneration was provided for this work in the 'Exact Designation of Post/Rank' field listed below.

[Add your Current Situation](#)

Fill in the details and click on the **Save** button.





Experience

Employment

From * (dd/mm/yyyy) 

To * (dd/mm/yyyy)  Ongoing

Type * Full time Part time

Is this remunerated prof. exp.? * 

Information Concerning Your Employer

Period of notice required to leave your present job

* May we contact your employer, if necessary? Yes No

Name *

Address *

Type of Organisation *

Description of the Position

Exact Designation of Post/Rank *

Number and type of staff under your responsibility *

Description of Duties * Typed Words: 1 (minimum: 50, maximum: 500)

You can add any other professional experiences you would like to include in this section by clicking on **Add Professional Experience**. Once you have completed each entry, you can click on the **Save and Continue** button to move onto the next step.





✓ General Info
✓ Education & Training
✓ Professional Experience
! Languages
! Other Skills
! References

Professional Experience

- Please list all your professional experiences starting with your ongoing or most recent employment and concluding with your first employment.
- **Condition of Employment** - You are kindly requested to indicate whether employment was on a **full-time (FT)** or **part-time (PT)** basis. If the latter is true, please indicate the percentage of hours worked when compared to a full-time role
- **Ensure Documentation is Available** - Please only indicate the jobs (previous or present) for which you can provide sufficient documentation to certify the period worked (e.g. Contract of Service).
- **Remunerated work** - If you choose to list any traineeships, internships, fellowship placements or similar work experiences, please indicate whether remuneration was provided for this work in the 'Exact Designation of Post/Rank' field listed below.

Duration	Paid	Position	Employer	Actions
01/01/2007 - ongoing	✓	Rank	Employer	Modify

Add Professional Experience

Save and Continue

Figure 12. Completed professional experience

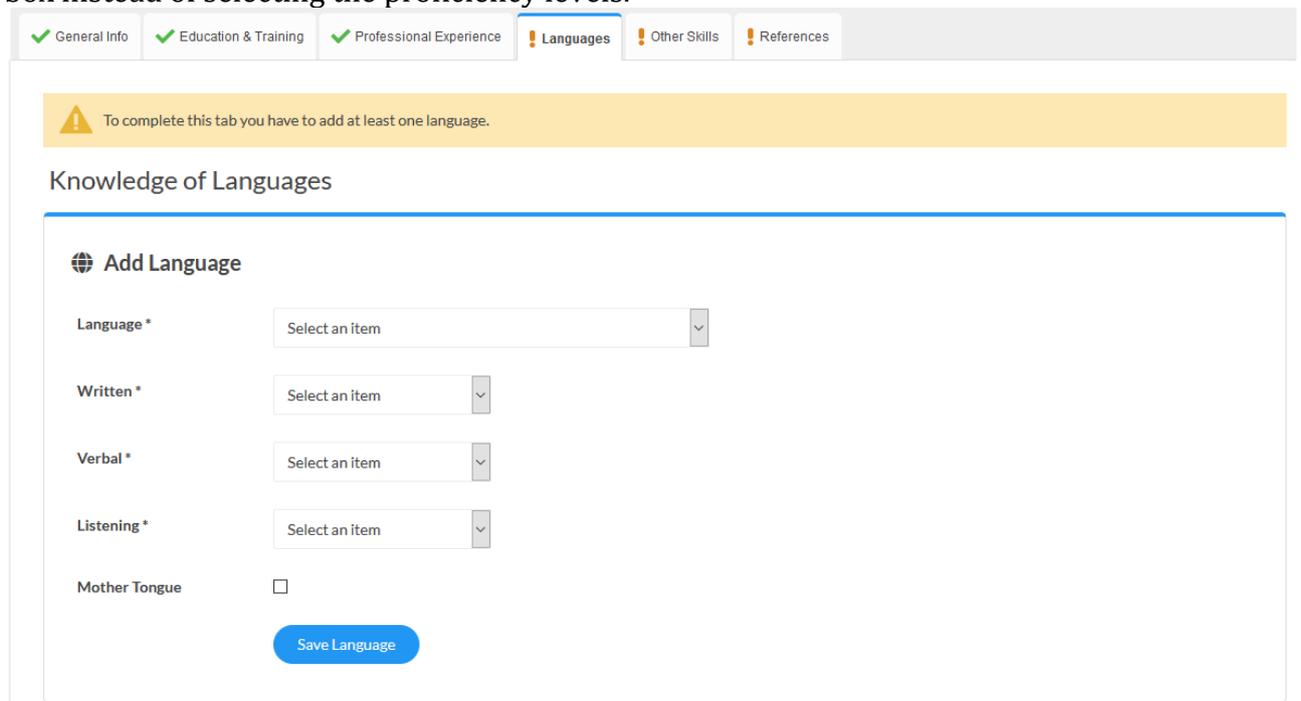
The **Professional Experience** tab now has a *green checkmark* ✓ which means that the details have been filled in correctly.





My Profile – Languages

In the **Languages** tab, you can indicate your proficiency in each of the languages listed in the drop-down list. If the language is your mother tongue, please tick the **Mother Tongue** box instead of selecting the proficiency levels.



General Info ✓ Education & Training ✓ Professional Experience ✓ Languages Other Skills References

! To complete this tab you have to add at least one language.

Knowledge of Languages

Add Language

Language *

Written *

Verbal *

Listening *

Mother Tongue

[Save Language](#)

Figure 13. Languages tab

Once you have selected a language and the relevant proficiency ratings (or indicated a mother tongue language), click on the **Save Language** button.





✓ General Info
✓ Education & Training
✓ Professional Experience
! Languages
! Other Skills
! References

To complete this tab you have to add at least one language.

Knowledge of Languages

Add Language

Language *

Written *

Verbal *

Listening *

Mother Tongue

Save Language

You can add another language or else you can click on the **Save and Continue** button.

✓ General Info
✓ Education & Training
✓ Professional Experience
✓ Languages
! Other Skills
! References

Knowledge of Languages

Language	Written	Verbal	Listening	Mother Tongue	Actions
██████████	C2	C2	C2	✓	Delete
██████████	C2	C2	C2	✗	Delete

Add Language

Language *

Written *

Verbal *

Listening *

Mother Tongue

Save Language

Save and Continue

Figure 14. Languages tab completed

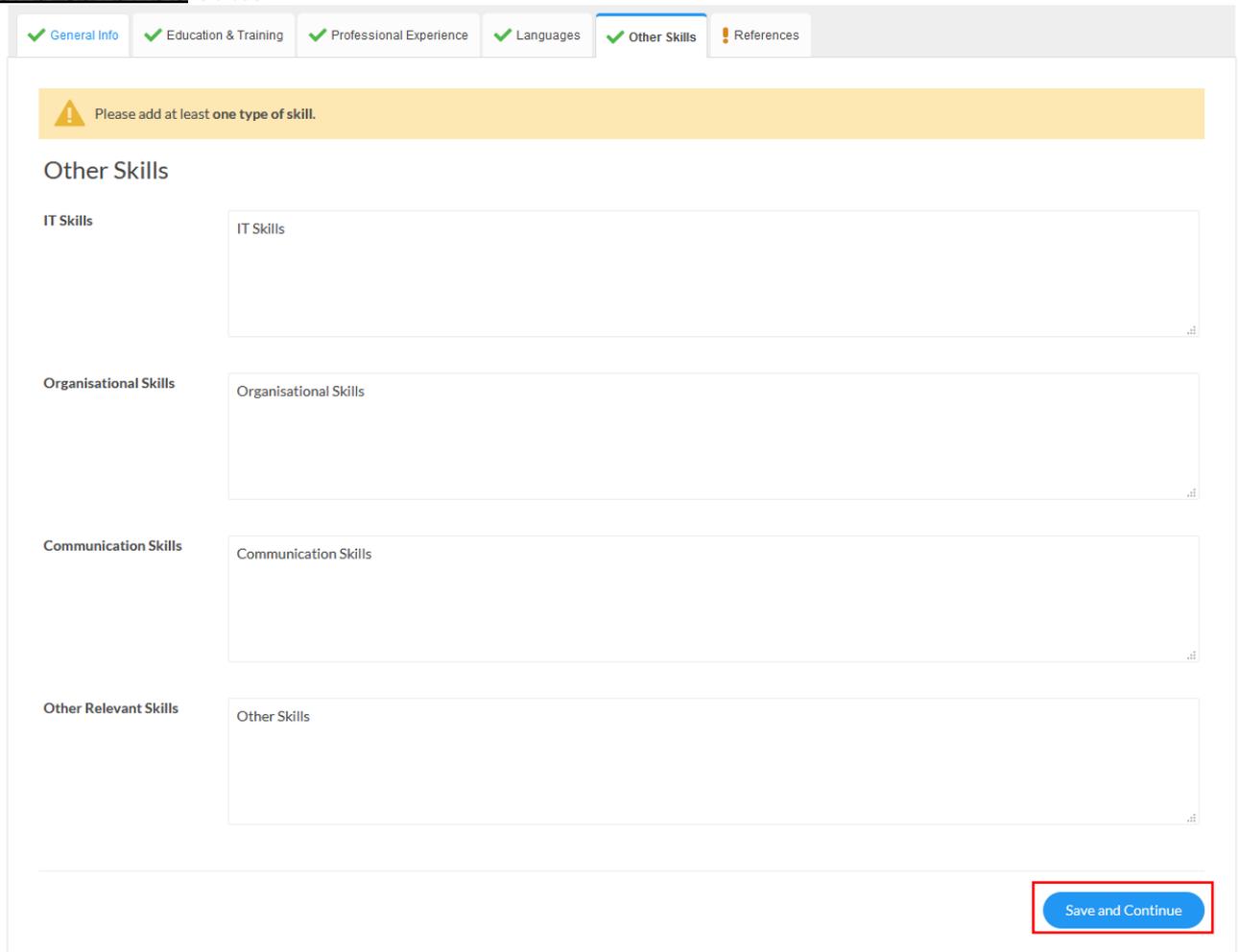




The **Languages** tab now has a *green checkmark* which means that the details have been filled in correctly.

My Profile – Other Skills

In the **Other Skills** tab you can describe your skills related to the specific areas or any other relevant skills you may want to include. Once you are done you can click on the **Save and Continue** button.



General Info ✓ Education & Training ✓ Professional Experience ✓ Languages ✓ **Other Skills** ✓ References !

Please add at least one type of skill.

Other Skills

IT Skills IT Skills

Organisational Skills Organisational Skills

Communication Skills Communication Skills

Other Relevant Skills Other Skills

Save and Continue

Figure 15. Other skills tab

The **Other Skills, information** tab now has a *green checkmark* which means that the details have been filled in correctly.





My Profile – References

✓ General Info ✓ Education & Training ✓ Professional Experience ✓ Languages ✓ Other Skills **References**

 Please provide us with **at least 1 reference**.

References

■ You can add a **minimum of 1** and a **maximum of 3** references.

[Add a Reference](#)

[Save Profile](#)

Figure 16. References tab

In the **References** tab you need to add **at least one reference** by clicking on the **Add Reference** button and filling in the corresponding details. Please do not mention references in other sections of your application.

✓ General Info ✓ Education & Training ✓ Professional Experience ✓ Languages ✓ Other Skills **References**

 Please provide us with **at least 1 reference**.

References

■ You can add a **minimum of 1** and a **maximum of 3** references.

Reference Details

Name *	<input type="text" value="Name"/>
Exact Designation of Post *	<input type="text" value="Post"/>
Work Relationship *	<input type="text" value="Relationship"/>
Company *	<input type="text" value="Company"/>
Address *	<input type="text" value="Address"/>
Telephone *	<input type="text" value="001234567"/>
Email *	<input type="text" value="Email@email.com"/>

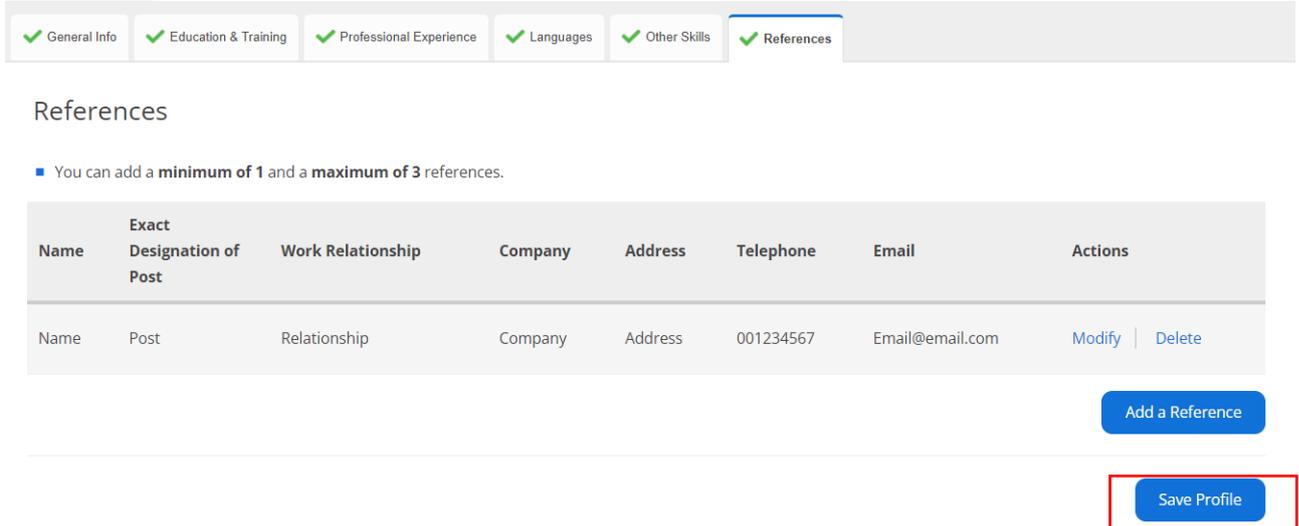
[Close](#) [Save Reference](#)

Figure 17. Reference details





Once you have filled in the appropriate details for the reference, please click on the **Save Reference** button.



References

You can add a **minimum of 1** and a **maximum of 3** references.

Name	Exact Designation of Post	Work Relationship	Company	Address	Telephone	Email	Actions
Name	Post	Relationship	Company	Address	001234567	Email@email.com	Modify Delete

Add a Reference

Save Profile

Figure 18. References tab completed

Once all your references have been inputted, click on the **Save Profile** button and a browser modal appears confirming that your profile was saved.

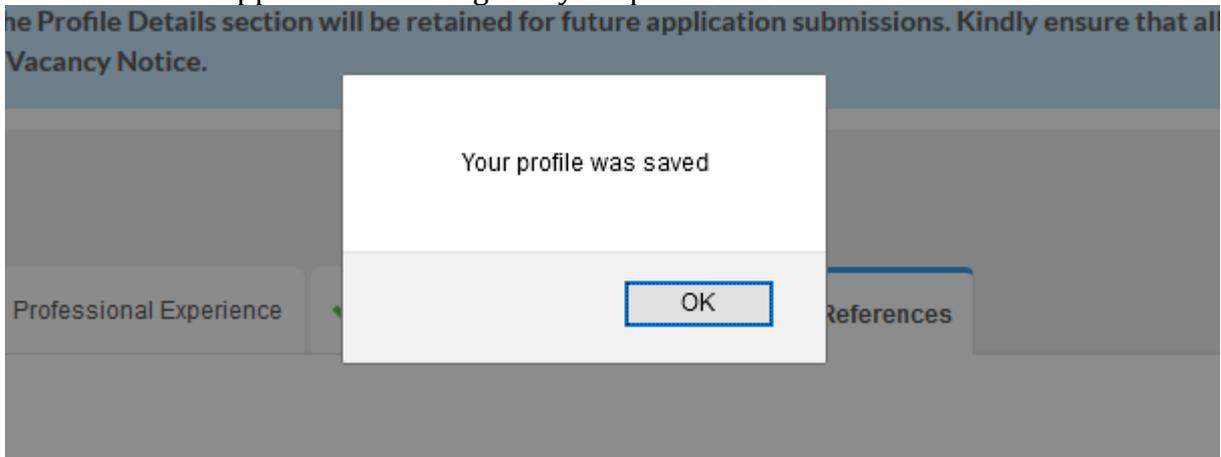


Figure 19. Profile saved

When you click on the **OK** button, the system will redirect you to the **My Application** page where you can see the applications you have already applied for or currently are applying for. This page will not list any applications if you have not applied for any vacancy yet.





My Applications

You currently do not have any EUAA applications. Please consult the [List of Vacancies](#), where you can proceed to apply for available vacancies

Figure 20. Applications page

Click on the **List of Vacancies** link and the list of our ongoing Vacancies will appear, where you can select any vacancy you are interested in applying for. When selecting a Vacancy Notice, ensure that you satisfy the Eligibility, Essential and Advantageous Criteria and click on the **Apply for this Vacancy** button.

Our Current Vacancies



EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11
Publication Date: February 15 2022

Closing date for applications: **March 18, 2022 12:00 (Malta time)**
Vacancy notice: [EN](#)

EUAA/2022/CA/1234, Test Agent, Contract Agent, I
Publication Date: February 15 2022

Figure 21. Apply for vacancy

The system will then redirect you to a page detailing a few reminders regarding applications and the vacancy deadline. Click on the **Continue Application** button to proceed.



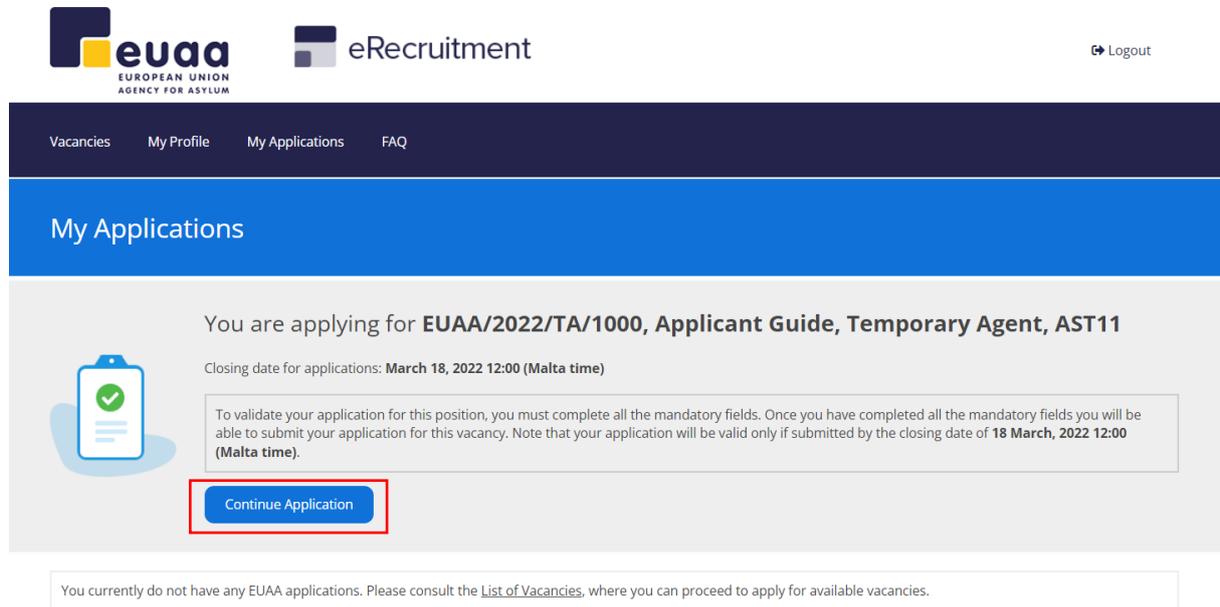


Figure 22. Reminder page

The next page will present a review of the information you included in your profile thus far. The system will take the information from your profile and pre-fill all the necessary tabs which are common to all applications.

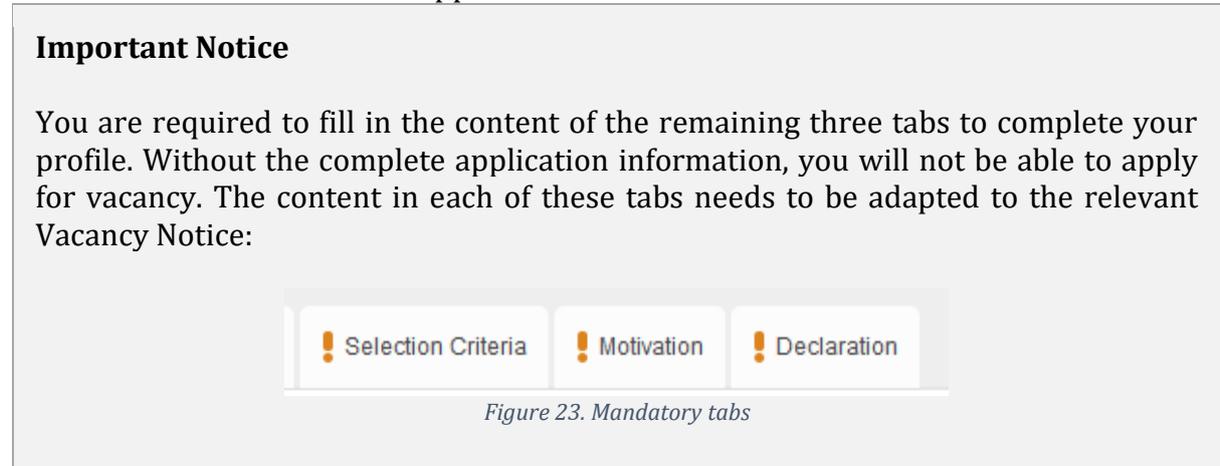


Figure 23. Mandatory tabs

The other tabs can be edited within the Application page but keep in mind that the changes will not be reflected in the **My Profile** page. Any changes made here are specific to the application.





Application – Selection Criteria

Go to the **Selection criteria** tab and fill in the criteria. Then click on the **Save and Continue** button to move on to the next step.

EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11 [View Vacancy Description](#)

Profile Details [View Status](#)

✓ General Info ✓ Education & Training ✓ Professional Experience ✓ Languages ✓ Other Skills ✓ References **Selection Criteria** ! Motivation ! Declaration

Selection Criteria

Indicate, giving examples, how you meet **each one** of the selection criteria listed below.
If a criteria is not relevant to you, you can leave it blank.

Essential

1. Criterion 1

Typed Words: (maximum: 250)

2. Criterion 2

Typed Words: (maximum: 250)

Advantageous

1. Criterion 3

Typed Words: (maximum: 250)

[Save and Continue](#)

Figure 24. Selection criteria completed

The **Selection criteria** tab now has a **green checkmark** which means that the details have been filled in correctly.

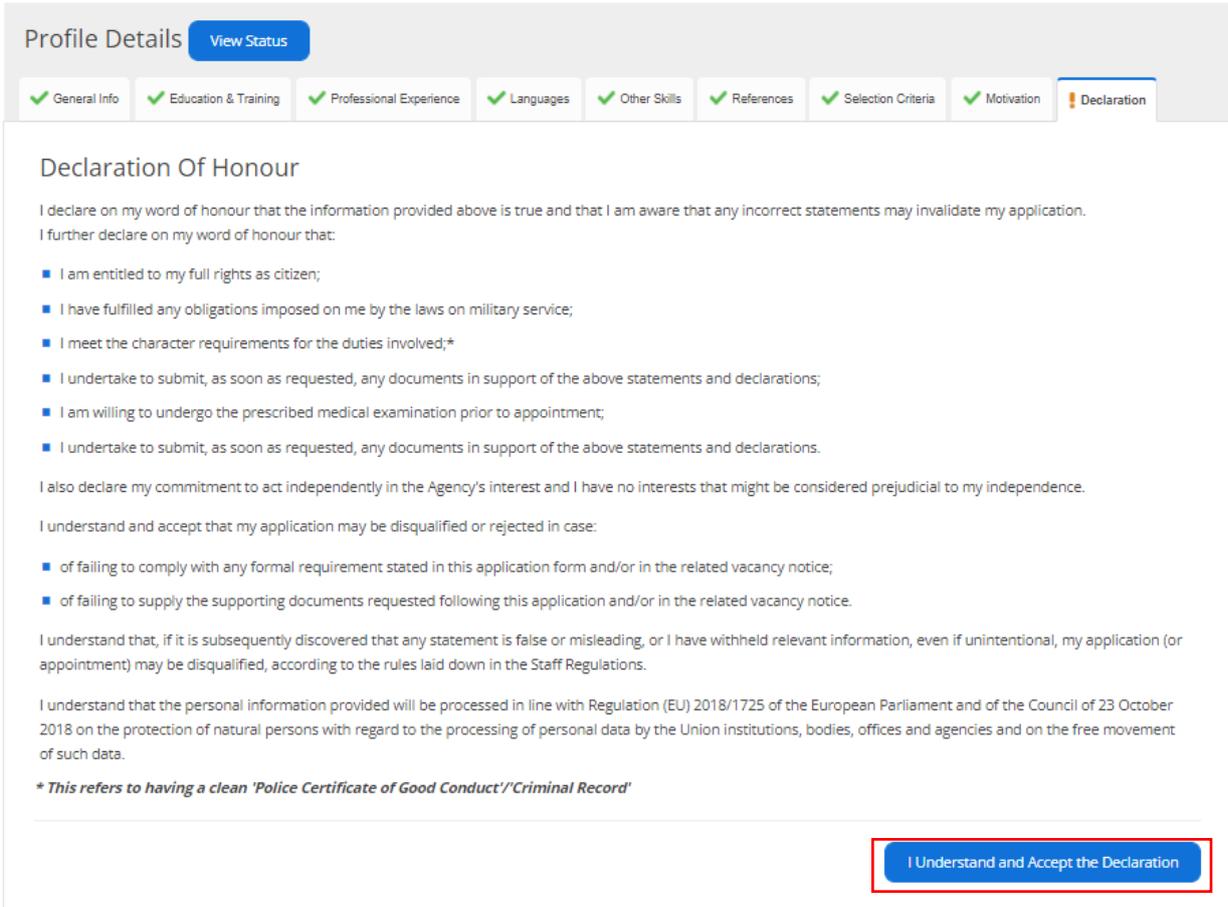




Application – Declaration

You are kindly asked to read the information under the **Declaration** tab and click on the **I Understand and Accept the Declaration** button to confirm your acknowledgement and agreement to the statements listed.

EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11 [View Vacancy Description](#)



Profile Details [View Status](#)

✓ General Info ✓ Education & Training ✓ Professional Experience ✓ Languages ✓ Other Skills ✓ References ✓ Selection Criteria ✓ Motivation **Declaration**

Declaration Of Honour

I declare on my word of honour that the information provided above is true and that I am aware that any incorrect statements may invalidate my application.
I further declare on my word of honour that:

- I am entitled to my full rights as citizen;
- I have fulfilled any obligations imposed on me by the laws on military service;
- I meet the character requirements for the duties involved;*
- I undertake to submit, as soon as requested, any documents in support of the above statements and declarations;
- I am willing to undergo the prescribed medical examination prior to appointment;
- I undertake to submit, as soon as requested, any documents in support of the above statements and declarations.

I also declare my commitment to act independently in the Agency's interest and I have no interests that might be considered prejudicial to my independence.

I understand and accept that my application may be disqualified or rejected in case:

- of failing to comply with any formal requirement stated in this application form and/or in the related vacancy notice;
- of failing to supply the supporting documents requested following this application and/or in the related vacancy notice.

I understand that, if it is subsequently discovered that any statement is false or misleading, or I have withheld relevant information, even if unintentional, my application (or appointment) may be disqualified, according to the rules laid down in the Staff Regulations.

I understand that the personal information provided will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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.

** This refers to having a clean 'Police Certificate of Good Conduct'/'Criminal Record'*

[I Understand and Accept the Declaration](#)

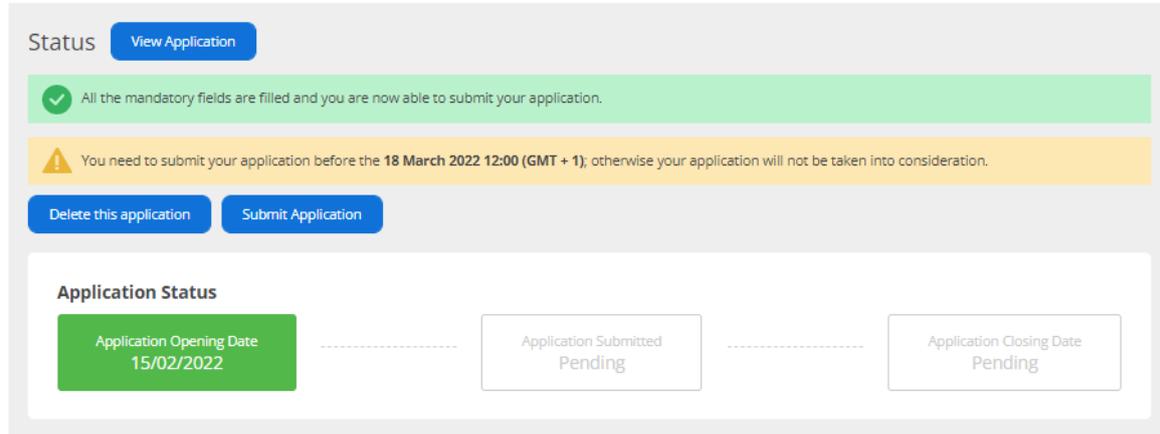
Figure 26. Declaration tab

After the Declaration of honour has been accepted, you will be redirected to the status section of your application. Please note that your application has NOT been submitted yet. Kindly refer to the 'Submitting the Application' section of this guide.





EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11 [View Vacancy Description](#)



Status [View Application](#)

✓ All the mandatory fields are filled and you are now able to submit your application.

⚠ You need to submit your application before the **18 March 2022 12:00 (GMT + 1)**; otherwise your application will not be taken into consideration.

[Delete this application](#) [Submit Application](#)

Application Status

Application Opening Date: 15/02/2022

Application Submitted: Pending

Application Closing Date: Pending

Figure 27. Application status

From the Application Status page, you can View the Application, Delete the Application or Submit the Application. This page also displays the closing date and time of the application.

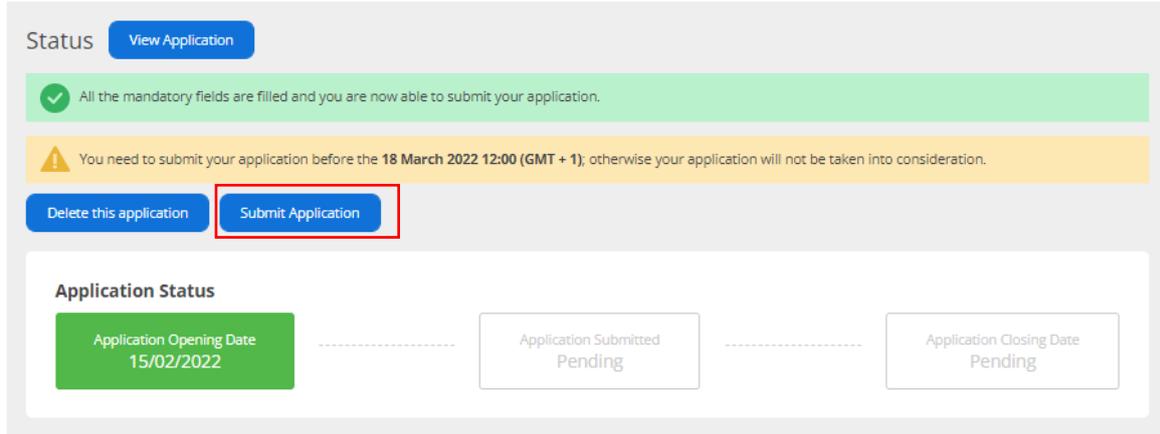




Submit Application

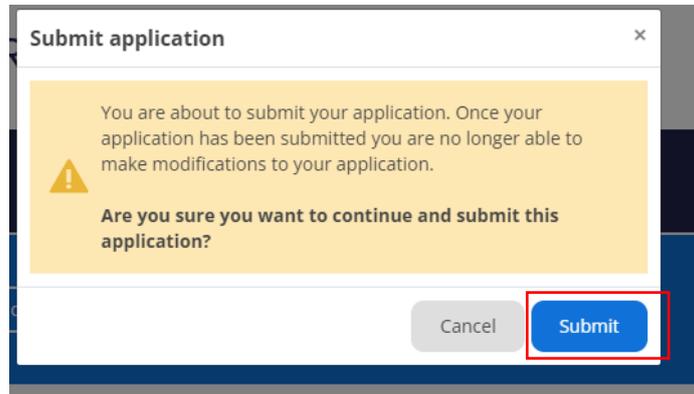
From the **Status** page, click on the **Submit Application** button.

EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11 [View Vacancy Description](#)



The screenshot shows the 'Status' page for an application. At the top, there is a 'View Application' button. Below it, a green message box states: 'All the mandatory fields are filled and you are now able to submit your application.' A yellow warning box below that says: 'You need to submit your application before the 18 March 2022 12:00 (GMT + 1); otherwise your application will not be taken into consideration.' There are two buttons: 'Delete this application' and 'Submit Application', with the latter highlighted by a red box. Below this is the 'Application Status' section, which shows a timeline: 'Application Opening Date 15/02/2022' (in a green box), followed by 'Application Submitted Pending' (in a white box), and 'Application Closing Date Pending' (in a white box).

You will be presented with a confirmation dialog stating that no additional modifications can be made following the submission of application. Click on the Submit button once you are certain you would like to submit your application.



The screenshot shows a 'Submit application' dialog box. It contains a yellow warning box with the text: 'You are about to submit your application. Once your application has been submitted you are no longer able to make modifications to your application.' Below this, it asks: 'Are you sure you want to continue and submit this application?'. At the bottom, there are two buttons: 'Cancel' and 'Submit', with the 'Submit' button highlighted by a red box.

The Application Status page will update with your application status.





EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11 [View Vacancy Description](#)

Status [View Application](#)

i Your application was submitted on 15 February 2022. Please visit your account regularly for the latest information regarding your application.

! Please note that if you wish to re-submit your application for Vacancy Notice - **EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11**, you will have to delete the current application and submit a new one.

[Delete this application](#)

Application Status

Application Opening Date
15/02/2022

Application Submitted
15/02/2022

Application Closing Date
Pending

Figure 28. Submitted application

Concurrently you will also receive an email as a confirmation of the receipt of the application.

Confirmation of receipt of application - EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11



no-reply@euaa.europa.eu

Dear Guide Candidate,

Your application for **EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11** has been submitted successfully.

Thank you

Kind regards,

EASO Recruitment Team

Human Resources and Security Unit - Recruitment, Career and Development Sector





Delete account

If you wish to delete your account, please send your request to careers@euaa.europa.eu.

Frequently asked questions

For further questions and queries please consult the [Frequently Asked Questions](#).

