**APPLICATION FORM**

**Selection: HRM Assistant – Talent Management (AST3)**

**Reference: ACER/2024/05**

**Personal Information**

|  |  |
| --- | --- |
| SURNAME (family name) |  |
| NAME (given name) |  |
| Nationality |  |
| Gender |  |
| Date of birth |  |

**Contact Details**

|  |  |
| --- | --- |
| Address (Street / number / post code / city / country |  |
| Phone number |  |
| E-mail address  (to be used for communication) |  |

**Eligibility criteria (please specify)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | A level of post-secondary education attested by a diploma and, after having obtained the diploma, at least 6 years of appropriate professional experience,  OR  A level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, at least 9 years of appropriate professional experience. | YES | NO |
| 2 | Have a thorough knowledge of one of the official languages of the European Union[[1]](#footnote-1) or Norway, Iceland and Liechtenstein and satisfactory knowledge of a second of these languages (level B2 of CEFR[[2]](#footnote-2)) to the extent necessary to perform their duties | YES | NO |
| 3 | Be a national of a Member State of the European Union, Norway, Iceland or Lichtenstein | YES | NO |
| 4 | Be entitled to their full rights as a citizen; | YES | NO |
| 5 | To have fulfilled any obligations imposed by the applicable laws concerning military service; | YES | NO |
| 6 | Be physically fit to perform the duties linked to the post[[3]](#footnote-3). | YES | NO |

Please proceed to the following section only if you have answered YES to all of the above questi

**Selection criteria**

**Essential criteria**

|  |  |  |
| --- | --- | --- |
| Professional experience in the area of organisational development activities, including but not limited to management and/or career development | YES | NO |
| *Please describe related experience / tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Developed expertise related with Competency-Based Human Resources Management | YES | NO |
| *Please describe related experience / tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Experience with IT solutions related to career development, such as Learning management systems, Assessment, Recruitment tools (or similar) | YES | NO |
| *Please describe related experience / tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Experience in proposing and developing innovative solutions through contextual analysis | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Professional experience with data analysis with a focus on organizational impact | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Strong drafting and communication skills in English both orally and in writing, at least at level C2 | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

**Advantageous criteria**

|  |  |  |
| --- | --- | --- |
| Solid understanding of the EU staff regulations and CEOS in particular in the field of talent management and career development (i.e. appraisal, reclassification and probation) would be an advantage | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Supported the deployment of Leadership Development Programmes and 360-degree evaluations. | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

**Education**

|  |  |  |
| --- | --- | --- |
| **Provide information about your educational background** | | |
| 1 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 2 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 3 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |

**Professional Experience**

|  |  |  |
| --- | --- | --- |
| **Provide information about your previous work experience** | | |
| 1 | Period (start-end date)  Calculated length (X years, Y months) |  |
| % of full time |  |
| Name of organization |  |
| Job title / position held |  |
| Main activities |  |

|  |  |  |
| --- | --- | --- |
| **Provide information about your previous work experience** | | |
| 2 | Period (start-end date)  Calculated length (X years, Y months) |  |
| % of full time |  |
| Name of organization |  |
| Job title / position held |  |
| Main activities |  |

|  |  |  |
| --- | --- | --- |
| **Provide information about your previous work experience** | | |
| 3 | Period (start-end date)  Calculated length (X years, Y months) |  |
| % of full time |  |
| Name of organization |  |
| Job title / position held |  |
| Main activities |  |

**Knowledge of languages**

**Please use the self-assessment grid available** [**HERE**](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52)

|  |  |  |  |
| --- | --- | --- | --- |
| **EU Language** | **My level of language proficiency** | | |
| **Understanding (Listening + Reading)** | **Speaking** | **Writing** |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |

**References**

|  |  |  |
| --- | --- | --- |
| **Persons to provide professional reference on my skills, competences, achievements, and conduct** | | |
| 1 | Name and Surname |  |
| Relation (*superior*) |  |
| E-mail contact |  |
| Phone number |  |
| 2 | Name and Surname |  |
| Relation (*peer*) |  |
| E-mail contact |  |
| Phone number |  |
| 3 | Name and Surname |  |
| Relation (*subordinate*) |  |
| E-mail contact |  |
| Phone number |  |

**Motivation**

|  |
| --- |
| **Motivation statement** |
| This page provides you with an opportunity to explain your application – Why do you think you fit the position and **why would you like to work at ACER** – by any additional information not mentioned in previous sections. (500 words maximum) |
| [type here] |

1. The languages of the EU are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, and Swedish. [↑](#footnote-ref-1)
2. Language levels of the Common European Framework of Reference: <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr> [↑](#footnote-ref-2)
3. Before the appointment, a successful candidate shall be medically examined by one of the institutions’ medical officers in order for the Agency to be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Union. [↑](#footnote-ref-3)