



Council of the European Union
General Secretariat

Directorate-General Administration
Directorate Human Resources and Personnel Administration
Staffing and Mobility Unit
Traineeships Office

APPLICATION FORM

COMPULSORY TRAINEESHIP

All questions should be answered. Where appropriate state 'none' or 'not applicable'; do not leave blanks or put dashes. **TO BE COMPLETED IN BLOCK CAPITALS. Do not forget to date and sign the form.** The application form together with supporting documentation should be sent by email to compulsory.traineeship.applications@consilium.europa.eu within the deadline indicated in our website

1. **Surname** (This application will be registered under this name. Kindly quote it on all future correspondence):

.....

2. **Forename(s):**

.....

(Underline forename usually used)

3. **Address:**

.....

..... **Phone**.....

Mobile **E-mail**.....

(Any change of address should be notified)

- | | | |
|------------------------------|----------------------|-----------------------|
| 4. Nationality (ies): | Gender (M/F): | Date of birth: |
|------------------------------|----------------------|-----------------------|

.....
-------	-------	-------

5. **Person(s) to be contacted in case of emergency (name, address and telephone nr.):**

.....

.....

6. Knowledge of languages:

Mother tongue:

	READING			WRITING			SPEAKING		
	Very Good	Good	Fair	Very Good	Good	Fair	Very Good	Good	Fair
Bulgarian									
Czech									
Croatian									
Danish									
Dutch									
English									
Estonian									
Finnish									
French									
German									
Greek									
Hungarian									
Irish									
Italian									
Latvian									
Lithuanian									
Maltese									
Polish									
Portuguese									
Romanian									
Slovak									
Slovenian									
Spanish									
Swedish									

7. IT knowledge:

Microsoft Word	
Microsoft Excel	
Microsoft PowerPoint	
Windows Operating System	
Microsoft Outlook	
Internet tools	
Other	

8. Special arrangements

Do you have a disability which requires special arrangements? ☐ YES ☐ NO

(you will be asked later for further information and special arrangements)

9. Education

A. Higher education			
University or college	Duration of studies		Degrees or diplomas obtained
	from	to	

B. Post-graduate studies			
University or institute	Duration of studies		Degrees or diplomas obtained
	from	to	

10. PROFESSIONAL EXPERIENCE (if applicable)

Indicate post(s) occupied up to the present time and types of professional experience acquired:

1. Post <u>occupied at present</u> or <u>most recently</u>		2. Post occupied previously	
Date		Date	
from	To	from	to
Exact title of your position:		Exact title of your position:	
Name and address of employer:		Name and address of employer:	
Nature of your work:		Nature of your work:	

11. During what period (s) would you like your in-service training to take place?
- ☐ 1/2 -30/6 ☐ 1/9 – 23/12 other: specify :

Bearing in mind your qualifications, which area of work is of particular interest to you for the traineeship?
Please state your three (**MAXIMUM**) departments to which you would like to be attached by indicating your preferences with **1, 2, 3** in the column 'choice'.

Choice	Domains
	Agriculture including veterinary, zoo technical and plant health questions, food quality
	Archives and records management
	Codecision
	Communication, information to the public, press
	Competitiveness, internal market, consumer policy, industry and research
	Coordination of Council work and horizontal policy issues
	Counter Terrorism Coordination
	Data Protection
	Economic and financial affairs
	Education, Culture, Youth and Sport
	Employment and social policy, health and foodstuffs
	Enlargement, Security and Civil Protection
	Environment
	Fisheries
	Foreign Affairs
	Fundamental rights
	Human Resources
	Human Resources - Equal Opportunities
	Information technologies
	Interinstitutional Relations
	Internal Audit
	Justice and home affairs
	Language library
	Law
	Law - Human Resources/Administrative law
	Lawyer linguist
	Libraries, research and documentation
	Meeting organisation, logistics, infrastructures
	Public relations
	Trade, Development and CFSP Horizontal issues
	Translation - Terminology
	Transparency, access to documents
	Transport, energy, information society

12. **Type of traineeship**
- Is this a compulsory traineeship forming part of your studies ☐ YES ☐ NO

13. Type of traineeship

Have you already been a trainee in another European Institution/body? ☐ YES ☐ NO

If yes, which one?.....

Length of the traineeship:.....

DECLARATION:

I, the undersigned, solemnly declare that the statements made on this application form are true and complete.

I also solemnly declare that:

- (a) I have read the Decision 118/07 on traineeships at the General Secretariat of the Council,
- (b) I have been informed of the conditions for the processing of personal data, cf. attached privacy statement;
- (b) I am a national of one of the Member States and enjoy my full rights as a citizen of the same.
- (c) I can provide the proof of good character required for the performance of the post for which I have applied.

I undertake to provide, when requested, the supporting documents with regard to the above points (c) and (d) and I agree that unless such documents are provided, this application may be considered null and void.

DO NOT FORGET TO SIGN

REMINDER

Please return the application form by e-mail and
DO NOT FORGET TO ENCLOSE (.pdf):

- 1. A curriculum vitae
- 2. A letter stating the reason for applying
- 3. Copy of your identity card or passport
- 4. An official letter stating that the traineeship is compulsory for your studies (it should bear your name)
- 5. Copies of university diplomas, certificates
- 6. Copies of attestation of professional experience
- 7. Proof of knowledge of ALL languages stated on this application form

.....

Date and signature

ONLY COMPLETE APPLICATIONS WILL BE TAKEN INTO CONSIDERATION

Specific privacy statement for the trainee selection procedure at the General Secretariat of the Council

Personal data provided by the applicant in connection with this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000. In accordance with Articles 11 and 12 of that Regulation, before registration, the General Secretariat of the Council shall provide the applicant with the following information:

Identity of the controller: Mr Kim Freidberg, Head of the Staffing and Mobility Unit.

Purposes of the processing: the collection of data with the aim of

- identifying all the candidates for a traineeship at the General Secretariat of the Council;
- serving as a basis for procedures relating to the selection of trainees.

Recipients of the data: the departments responsible for the administration of trainees at the General Secretariat of the Council. Also, the Traineeships Offices of other EU institutions.

Whether replies to questions are obligatory or voluntary: all the fields with an asterisk (*) are obligatory. If they are not completed registration cannot take place.

The data concerned:

- Personal data identifying the applicant (surname, first name, name currently used, data of birth, sex, private address, town, post code, country, email address, telephone numbers, fax number);
- Information about any disability the applicant may have;
- Information provided by the applicant in connection with the selection procedure, used to assess whether the applicant's skills and qualifications fit the profile (previous experience, nationality/ies, education and training, professional experience, publications, IT skills, languages);
- Information to show motivation to work as a trainee at the GSC (departments chosen, motivation, length of traineeship desired);
- Details of a contact point, in case contact is needed urgently (address, telephone).

Legal basis: Decision on traineeships at the General Secretariat of the Council, and the Council's Rules of Procedure.

Date on which processing begins: date of registration.

Time-limits for storing the data: the database is valid for two years. Applicants may have recourse to the European Data Protection Supervisor (edps@edps.europa.eu) at any time.