

# Applicant Guidelines



**Eurojust Recruitment**

29 January 2024

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## 1. Introduction

Thank you for your interest in a career at Eurojust. These guidelines will give you an overview of the types of positions Eurojust offers and how our selection procedures are conducted. Please read these guidelines carefully before submitting your application, to make sure that you include all the necessary information for your application to be considered.

### 1.1. Types of position at Eurojust

Eurojust employs two different types of staff:

- **Temporary agents** classified in two functions groups, Administrators (AD) and Assistants (AST), depending on the nature of the duties involved.
- **Contract agents** classified in four functions groups, I, II, III and IV, depending on the nature of the duties involved.

The usual duration of contract is 5 years for a temporary agent and 3 years for a contract agent. Both may be renewed once for another fixed period and if renewed for a second time, the contract will be for an indefinite period. Other durations of contract may be offered depending on the needs of Eurojust.

The probationary period for temporary agents and for contract agents with a contract duration of at least one year is nine months.

Eurojust does not employ any permanent officials.

Eurojust also offers the possibility for practitioners to work at Eurojust as **Seconded National Experts**. For more information on Seconded National Experts, see Chapter 7.

## 2. Eligibility criteria - who can apply?

Temporary and contract agent positions at Eurojust are open to applicants who satisfy the eligibility criteria below **on the closing date for applications**:

- Be a national of one of the Member States of the European Union, unless an exception is authorised by the Administrative Director, and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce appropriate character references as to suitability for the performance of duties (certificate of good character, see Annex II);
- Be physically fit to perform duties

(Any offer of employment is therefore conditional on the candidate completing a medical examination carried out by the Eurojust doctor before taking up duties); and

- Produce evidence of a thorough knowledge (C1) of one of the languages of the EU and of a satisfactory knowledge (B2) of another, to the extent necessary for the performance of duties (Based on the Common European Framework for Reference, see Annex I).

Please note that these formal requirements are essential to be considered for a position at Eurojust.

**If you do not fulfil one or more of the eligibility criteria at the closing date, your application will be disqualified.**

## 2.1. Languages

To be eligible for a post at Eurojust, you must produce evidence of a thorough knowledge (C1) of one of the languages of the EU<sup>1</sup> and of a satisfactory knowledge (B2) of another. All candidates must demonstrate an ability to communicate in English, as this is the main language of internal communication at Eurojust.

You are required to declare your language abilities in your application and the required level must be reached in all categories (reading, writing, listening and speaking). At the interview you will need to provide supporting documents demonstrating knowledge of those languages. Those documents can be secondary/post-secondary/university diplomas or language certificates included in the EPSO list of recognised qualifications. If you are unable to provide sufficient evidence, your language skills will be tested in the interview.

## 2.2. Qualifications

For each vacancy, you must also provide evidence that you have the required level of education and, if applicable, the number of years of professional experience defined in the vacancy notice. These requirements need to be fulfilled on the closing date for applications.

For temporary agent AST positions and for contract agents in function groups I, II and III, the level of required education is secondary school or post-secondary school.

For temporary agent AD positions and for contract agents in function group IV, you are required to hold a university degree (Bachelor's or equivalent) with a duration of at least 3 years.

You can find an indicative list of the level of qualifications issued in each EU Member State on the [EPSO website](#). These lists are not exhaustive and should be taken as a guide only.

Only qualifications issued in EU Member States and qualifications recognised as equivalent by a body designated officially for that purpose in one of the EU Member States will be accepted.

## 2.3. Professional experience

Professional experience is counted from the date on which you acquired the qualification required for the post. The minimum years of work experience are set out in the Staff Regulations and corresponding implementing provisions and are an absolute requirement. If you have fewer years of professional experience than required in the vacancy notice, your application will be ineligible.

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<sup>1</sup> The official 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, Slovenian, Spanish, and Swedish.

You must be able to provide documents to prove your work experience which clearly show start and end dates and indicate whether the employment was full or part-time. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Any experience indicated in your application but for which you do not provide supporting documents will not be counted.

For periods of self-employment, you must provide evidence of the type and duration of work, for example in the form of service contracts, accounting statements, tax declarations, social security records, etc.

Periods of education or training are not considered professional experience. Completed PhD studies will be counted as experience up to a maximum of three years. Unpaid internships are considered professional experience up to a maximum of 6 months in total.

Statutory maternity leave, paternity leave and compulsory military or alternative civil service are not deducted from the total professional experience.

Any given time period is only counted once and Eurojust does not take into account work experience exceeding 100% full time equivalent.

### 3. How to apply

If you wish to apply for a position at Eurojust, you must apply to a vacancy on the eRecruitment site: <https://recruitment.eurojust.europa.eu>.

**Eurojust does not accept applications submitted by any other means (e.g. email or post), or any speculative applications.**

When you visit the eRecruitment site, you will be invited to create an applicant profile, where you can add information on your qualifications, work experience and professional references. Kindly note that the information provided in your profile is important, as it may impact your eligibility when applying for vacancies. By completing your applicant profile, you can save your information and do not need to re-enter it when submitting future applications.

#### 3.1. Completing your application

After creating your applicant profile, you will be able to apply for any open vacancies at Eurojust.

All sections of the application must be completed in English. Mandatory fields are marked with a \*. Please fill out the dates of your studies and employment carefully, as these will be checked against your documents during the document check (see section 3.3).

You can save your application at any stage and return to it later by logging into your applicant profile and selecting “my applications → continue”.

For each period of professional experience, you should briefly outline the main responsibilities of your role that relate to the vacancy you are applying for in the “description of duties” field. You will also have the possibility to indicate in the open text field how you meet the *required experience and knowledge* and *advantageous* criteria.

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You should provide contact details for at least two professional references who can attest to your character and work experience. Eurojust will not contact your referees without your consent.

Kindly note that when completing the eligibility questionnaire at the end of the application, you pay close attention to the questions asked, in particular regarding the military service obligation if applicable and the required level of proficiency in EU languages (C1 and B2).

Please note that Eurojust does not accept any additional documents (e.g. curriculum vitae, letters of recommendation) and the Selection Board's shortlisting decision is based solely on the information provided in your application.

In order to be considered, applications must be received by **11:59:59 midday Central European Time (CET)** on the closing date indicated in the vacancy notice. We advise you to submit your application well ahead of the deadline, in order to avoid potential problems due to heavy traffic on the website.

You will receive an automatic email acknowledging receipt of your application.

If you make a mistake or wish to withdraw your application for any reason, you can withdraw submitted applications and re-submit by logging into your applicant profile and selecting "my applications".

## 3.2. Status of your application

You can view the current status of your application at any time by logging into your applicant profile and selecting "my applications".

All correspondence concerning your application will take place by email, so please ensure that the email address associated with your applicant account is correct and that you check your email account regularly.

## 3.3. Documents you need

Applicants that are placed on the reserve list will be required to provide us with the following documents in order to verify the information provided in the application.

- **A document providing your EU citizenship** (ID or passport);
- **Certificates or diplomas attesting educational or professional qualifications** including the official duration of the studies (secondary or post-secondary for function groups AST and FG I-III, university degree for function groups AD and FG IV);
  - **If your diploma was issued outside the EU, you must provide a certificate of equivalency** from an EU Member State to [recruitment@eurojust.europa.eu](mailto:recruitment@eurojust.europa.eu) following your placement on the reserve list. More information is available [here](#).
- **Documentary evidence of your professional experience** gained after the date on which you obtained the educational qualification required for the position (**e.g.: contracts, employment certificates or other official documents**). The documents should clearly indicate the start and end date, whether remunerated, full or part-time, and the nature of the duties carried out.

- **If you were self-employed**, you must provide evidence of the type and duration of work, for example in the form of service contracts, accounting statements, etc.
- A copy of the **latest payslip** from your current place of employment, if you are currently employed.
- Any **language certificates** you have obtained (if applicable for the particular position).

If you do not have any of these documents or if the documents you have do not contain the specific dates or working time required, please request these from your previous employer(s) now.

If Eurojust is not able to confirm your education and years of experience from the documents provided after you are placed on the reserve list, you will be disqualified from the selection procedure.

If you are successful following a selection procedure and Eurojust issues an offer of employment to you, you will be asked to bring original versions of the copies listed above at the time you take-up duties.

## 4. Selection procedure

A Selection Board composed of at least three members is appointed by the Administrative Director for each selection procedure at Eurojust.

Applicants are strictly forbidden to make any contact with the members of the Selection Board, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

Only applications validly submitted through eRecruitment by the deadline will be examined by the Selection Board.

### 4.1. Shortlisting

The Selection Board will assess all eligible applications against the shortlisting criteria defined in the vacancy notice. Only the information provided in your eRecruitment application will be considered. On the basis of this assessment, the Selection Board will draw up the shortlist of candidates to be invited for the face-to-face/remote written test and/or interview. Where applicable, a language test or assessment centre can be organised.

If, at any stage in the procedure, it is established that the information provided in your application is incorrect, you will be disqualified from the selection.

### 4.2. Interview and written test

If you are shortlisted for a written test and/or interview, you will receive an invitation by email indicating the date, time and duration of your interview and written test. Interviews can only be rescheduled in exceptional circumstances with the agreement of the Selection Board.

During the interview and written test, you will be assessed against the competencies indicated in the vacancy notice. The interview will be held in English, but your knowledge of other languages may also be tested. The written tests are marked anonymously.

Subject to the profile of the particular position, the selection board may include additional assessment steps in the selection process to determine which candidate is best suited for the position. Furthermore, the assessment steps may be organised remotely or may follow a different order than mentioned above.

If applicable, you are entitled to reimbursement of travel expenses in line with Eurojust's [reimbursement policy](#), available on our website.

### 4.3. Reserve list

Candidates who are considered to be most suitable will be placed in alphabetical order on the reserve list, approved by the Administrative Director.

The validity of the reserve list is indicated in the vacancy notice. The reserve list may be used when recruiting for similar positions in the future. Candidates may be invited to a second, informal interview.

Successful candidates placed on the reserve list will be requested to provide documentary evidence concerning their nationality, academic qualifications and professional experience. In addition, the candidates will be required to make a declaration with respect to any interest which may impair their independence.

Please note that inclusion in a reserve list does not guarantee employment at Eurojust.

### 4.4. Certificate of good character and security clearance

If you are offered a position at Eurojust, you will need to apply for a national “certificate of good character”. Annex II contains an indication of the certificates of good character available in each Member State.

The certificate of good character must be provided to Eurojust prior to the signature of the employment contract. Eurojust reserves the right not to award an employment contract if you do not provide this certificate.

However, the national certificate of good character does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained at the level indicated in the vacancy notice. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. Applicants who currently hold a valid and positive security clearance at the level indicated in the vacancy notice do not need to obtain a new one and should provide a copy of their existing clearance to Eurojust. Eurojust may at any time terminate the employment contract if the result of the security screening is not positive and the necessary clearance level is not granted/extended.

### 4.5. Fit for duties

Prior to taking up duties, you will also be required to undergo a medical examination with the Eurojust doctor to establish that you are physically fit to perform your duties.





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The medical examination will take place in The Hague and travel expenses will be reimbursed in accordance with Eurojust's [reimbursement policy](#).

## 5. Appeal procedures

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

### **Request reconsideration of application**

Within 10 calendar days of the notification of the decision taken by the Selection Board, you may submit a request for review in writing to [recruitment@eurojust.europa.eu](mailto:recruitment@eurojust.europa.eu), stating the reasons for your request. The Selection Board will reconsider your application and notify you of its decision within 30 calendar days of receipt of the request.

### **Appeal procedure**

Within 3 months of the date of the notification of the decision taken by the Appointing Authority, you may lodge a complaint under Article 90(2) of the Staff Regulations, addressed to the Administrative Director at Eurojust's registered postal address or by email to [recruitment@eurojust.europa.eu](mailto:recruitment@eurojust.europa.eu).

Within 3 months of the date of the notification of the decision or of outcome of your complaint, you may submit an appeal in accordance with Article 91 of the Staff Regulations to:

General Court  
Court of Justice of the European Union  
Rue du Fort Niedergrünwald  
L-2925 Luxembourg

If you consider there has been maladministration, you may also make a complaint to the European Ombudsman within 2 years of becoming aware of the facts on which the complaint is based, at the following address:

European Ombudsman  
1 Avenue du President Robert Schuman – BP 403  
F-67001 Strasbourg Cedex 4

For more information on the appeal procedure, please consult the table below:

Type of contestation	Who took the contested decision?	Stage of recruitment procedure	What can be contested	Who decides?	Procedure	Possible outcome
Request for review	<b>Selection Board</b>	Shortlisting	Decision not to admit you to the recruitment procedure	Selection Board	Request to be sent to Eurojust within 10 calendar days from the date of notification of the contested the decision	In cases of readmission, candidates are reintegrated at the step of the recruitment procedure where they were excluded.
		Written test	Decision establishing your tests results			
			Decision not to admit you to the interview stage			
		Reserve list	Decision not to include you in the reserve list			
Administrative complaint (Article 90(2) SR)	<b>Selection Board</b>  <b>Or</b> <b>Appointing Authority</b>	Any stage	A decision of the Selection Board such as a decision allegedly infringing procedural irregularities.	Administrative Director	Administrative complaint to be sent to the Appointing Authority (Administrative Director or Complaints Committee) within three months from the notification of the decision you wish to contest	A value judgment decision of a Selection Board cannot be annulled/amended by the Appointing Authority following an administrative complaint. There is therefore no point in submitting an administrative complaint against a value judgment decision of the Selection Board.  The Appointing Authority can only overturn a decision of a Selection Board if that decision has infringed procedural requirements.
			A decision of the Administrative Director such as decisions concerning the general eligibility criteria or adopting the reserve list.	Complaints Committee		



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Type of contestation	Who took the contested decision?	Stage of recruitment procedure	What can be contested	Who decides?	Procedure	Possible outcome
Judicial appeal (Article 91 SR)	<b>Selection Board</b>  <b>or</b> <b>Appointing Authority</b>	Any stage	A decision of the Selection Board  A decision of Eurojust	General Court	Appeal to be sent to the General Court within three (3) months from the notification of the decision you wish to contest.	Judicial appeals against decisions taken by Eurojust rather than by a Selection Board will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has been lodged first. In particular, this is the case with the decisions concerning the general eligibility criteria, which are taken by Eurojust, not by the Selection Board. A challenged decision can be annulled but not amended by the General Court.
Complaint to the European Ombudsman	<b>Selection Board</b>  <b>or</b> <b>Appointing Authority</b>	Any stage	Suspected maladministration	European Ombudsman	Complaint must be sent directly to the European Ombudsman within two years of the date on which the facts on which it is based came to the attention of the person lodging the complaint	The Ombudsman makes recommendations with a view to putting an end to suspected maladministration.

## 6. Conditions of engagement

The working and contractual conditions of temporary and contract agents at Eurojust are based on the [Staff Regulations and the Conditions of Employment of Other Servants of the European Union](#).

The place of employment is The Hague, the Netherlands.

Successful candidates may be recruited in grade AST 1-4 or AD 5-12 (for temporary agents) or Function Groups I, II, III, or IV (for contract agents).

Temporary agents will be assigned to Step 1 or Step 2 of their grade, according to the length of their professional experience. Contract agents will be assigned to different grades, according to the length of their professional experience. The grading of successful candidates will be established according to the applicable Eurojust implementing rules to the Staff Regulations.

## 7. Seconded National Experts

You can apply to work at Eurojust as a Seconded National Expert if you are employed by a national, regional or local public administration; or if you are employed by an IGO, with the exception of Union bodies within the meaning of Article 1a(2) of the Staff Regulations, seconded to Eurojust in cases where a transfer of specific knowledge or expertise is required. Eurojust may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a Member State public administration or an IGO if the interests of Eurojust warrant bringing in specific expertise, provided that the SNE's employer is an independent university or research organisation which does not set out to make profits for redistribution, is part of the public sector, or that there is no conflict of interest.

Prior authorisation by your employer is an essential pre-condition for secondment to Eurojust.

As a Seconded National Expert, you do not receive a salary from Eurojust, as you remain in the service of your employer in the Member State throughout the period of secondment and continue to be paid by that employer. Eurojust may provide a subsistence allowance and travel expenses. Eurojust does not provide health insurance for SNEs.

Applications for Seconded National Expert positions must be submitted to a vacancy on the eRecruitment site. Eurojust does not accept applications submitted by any other means (e.g. email or post), or any speculative applications.

For more information see the [implementing arrangements](#) on Seconded National Experts at Eurojust.

## 8. Protection of personal data

Your privacy is important to us. We take every precaution to protect the information you provide.

The data you provide through your application will be processed for the purpose of the selection procedure and in connection to any subsequent possibility of employment with Eurojust. Your personal data will only be accessed by persons who need to do so for this specific purpose. Your data will not be disclosed to any third party and will be treated in the strictest confidence and with high standards of security.



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Your account and all its related data will be kept in our system for a period of 2 (two) years after its creation date. If you submit any application for a selection procedure, this period is updated to match the latest application's retention period. Data related to submitted applications will be retained for 2 (two) years after (i) the reserve list expiration date or (ii) the cancellation date, depending on which is the outcome of the selection procedure.

All documents provided to Eurojust during a selection procedure will be kept in Eurojust's files accessible by duly authorised Eurojust post-holders for a period of 2 years or, for applicants that have been successfully included in a reserve list, until the end date of the established reserve list. Non-original documents will not be returned to candidates.

The Head of the Human Resources Unit of Eurojust acts as the controller of such data, which will be collected and processed in full compliance with all applicable data protection regulations and, in particular, with the Regulation (EU) 2018/1725 of 23 October 2018 and the Data Protection Rules of Eurojust. Your rights of information, access, correction, blocking and deletion of personal data are guaranteed under these rules. If you wish to receive more information on how we process your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](#).

If you wish to exercise your rights as a data subject to access, correct, block or delete your personal data as defined in the Data Protection Rules of Eurojust, please contact the Human Resources Unit. You also have the right to make requests, enquiries or claims for an alleged breach of the Data Protection Rules of Eurojust to the Data Protection Officer ([dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu); Johaan de Wittlaan 9, 2517 JR The Hague, The Netherlands).






## 9. Disclaimer

These guidelines are for information purposes only. Only published vacancy notices may be considered definitive.

## 10. Annexes

### 10.1. Annex I - Common European Framework of Reference for Languages

#### Common European Framework of Reference for Languages - Self-assessment grid

		A1 Basic User	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	 Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	 Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	 Spoken interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	 Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	 Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

Common European Framework of Reference for Languages (CEFR): © Council of Europe

## 10.2. Annex II - Certificate of good character in EU Member States

Member State	Certificate of good character
Austria	Strafregisterbescheinigung
Belgium	Extrait du Casier Judiciaire/Uittreksel uit het Strafregister
Bulgaria	Свидетелство за съдимост
Croatia	Potvrda o podacima iz kaznene evidencije
Cyprus	Πιστοποιητικό Ποινικού Μητρώου
Czech Republic	Výpis z rejstříku trestů
Denmark	Privat straffeattest
Estonia	Karistusregistri teatis
Finland	Criminal records extract: visa, work permit etc.
France	Extrait de casier judiciaire (bulletin numéro 3)
Germany	Führungszeugnis (Privatführungszeugnis)
Greece	Αντίγραφο Ποινικού Μητρώου
Hungary	Erkölcsi bizonyítvány
Ireland	Police Certificate
Italy	Certificato del casellario giudiziario - certificato penale
Latvia	Izziņa par (ne)sodāmību
Lithuania	Pažyma apie teistumą (neteistumą)
Luxembourg	Extrait du casier judiciaire (FR) / Strafregisterauszug (DE)
Malta	Conduct Certificate / Ċertifikat tal-Kondotta
Poland	Zaświadczenie o niekaralności
Portugal	Certificado de Registo Criminal
Romania	Certificat de cazier judiciar
Slovak Republic	Výpis z registra trestov
Slovenia	Potrdilo o nekaznovanosti
Spain	Certificado de Antecedentes Penales
Sweden	Utdrag ur belastningsregistret (för utlandsändamål)
The Netherlands	Verklaring Omtrent het Gedrag

### 10.3. Annex III - Reimbursement policy

Policy on the financial contribution to travel and subsistence expenses incurred to participate in a selection procedure or a pre-employment medical examination organised by Eurojust

#### Article 1 – Scope

A contribution to the travel and subsistence expenses of candidates invited to a selection procedure (on-site) or a pre-employment medical examination organised by Eurojust shall be made in accordance with the provisions set out in this policy.

#### Article 2 – General provisions

1. No contribution towards travel expenses will be made when the distance between the place of residence stated in the candidate's application form and the location of the interview/test/pre-employment medical exam is 150km or less.
2. Where the distance between the place of residence stated in the candidate's application form and the location of the interview/test/pre-employment medical exam is more than 150km, reimbursement of travel costs incurred will be made in line with the provisions in Article 3.
3. Any travel expenses, cancellation fees or change fees incurred due to annulment or rescheduling of a selection procedure/pre-employment medical examination by Eurojust shall be borne by Eurojust. Eurojust will not reimburse costs incurred due to rescheduling at the request of the candidate.

#### Article 3 – Travel expenses

1. The nearest airport or train station to the place of residence indicated in the candidate's application form is deemed to be the place of departure.
2. Where a candidate travels by train, reimbursement of travel expenses shall be based on the cost of a second-class rail fare from the place of departure to the arrival train station in The Hague (or the location of the interview/test/pre-employment medical exam if this is not The Hague) on production of the tickets. The cost of seat reservations and any supplements for fast trains may be reimbursed on presentation of supporting documents.
3. Where a candidate travels by air, reimbursement shall be based on the most economical air fare on production of the ticket and boarding passes. Reimbursement will be based on the actual expenses up to the applicable general flight ceiling for each EU Member State published on the Eurojust website. The cost of public transport to/from the departure airport and between the arrival airport and a train station in The Hague (or the location of the interview/test/pre-employment medical exam if this is not The Hague) shall be reimbursed.
4. Candidates travelling from outside the EU may claim a contribution towards their travel expenses, based on production of tickets and boarding passes, up to the highest general flight ceiling applicable to EU Member States.



5. Should the place of residence indicated in the application form differ from the place of departure, reimbursement shall be made up to the Member State ceiling applicable to the place of residence.
6. Local transport costs (e.g. tram or bus) at the place of departure or to travel between the arrival train/bus station in The Hague and Eurojust (or the location of the interview/test/pre-employment medical exam if this is not The Hague) shall not be reimbursed.
7. Taxi fares shall not be reimbursed.

#### **Article 4 – Use of a motor vehicle**

1. Where a candidate chooses to travel to Eurojust by private vehicle, the reimbursement shall be based on an allowance per kilometre:
  - 151 – 1000 km: 0.12 EUR/km
  - 1001 – 10000 km: 0.08 EUR/km
2. No additional contribution to travel expenses by motor vehicle shall be granted e.g. vehicle rental fees, parking tickets, toll roads or other costs related to the use of the vehicle.
3. Where the journey is made by motor vehicle, the contribution towards travel expenses for a return journey shall not exceed the applicable Member State ceiling, the minimum cost of either a rail ticket in 2nd class from the place of departure.

#### **Article 5 – Accommodation allowance**

1. A flat-rate accommodation allowance of EUR 100 shall be granted when the distance between the place of residence in the candidate's application form and the location of the selection procedure/interview/medical exam is more than 150km and when an overnight stay is required due to the incompatibility between the time of the interview/test or medical exam and transport timetables.
2. The accommodation allowance shall be paid on presentation of the relevant hotel bill.

#### **Article 6 – Subsistence allowance**

1. A flat-rate subsistence allowance of EUR 25 is granted where the distance between the place of residence indicated in the candidate's application form and the location of the selection procedure/interview/medical exam is more than 50km but the candidate does not receive the flat-rate accommodation allowance.
2. The subsistence allowance is only granted on the day(s) that the interview or medical examination is held.

#### **Article 7 – Final provisions**

1. If a candidate decides to extend their stay for personal reasons, Eurojust will reimburse the travel costs incurred, provided that those costs are not higher than the costs that would have been incurred if the candidate had travelled only for the selection procedure/medical exam. In such cases, Eurojust will not pay any additional accommodation allowance or subsistence for costs incurred due to delays in the return travel.

2. In order to receive any of the financial contributions mentioned in this policy, the candidate must fill in and return the travel reimbursement form, together with the supporting documents, within 30 days after the completion of the travels.
3. Incomplete forms, forms files missing supporting documents or claims submitted after the deadline will not be processed.
4. Amounts due under the above rules shall be paid by bank transfer in Euros. Any non-Euro amounts for expenses incurred by the candidate shall be converted to Euro by Eurojust by means of the monthly conversion rate fixed by the European Commission. Any bank charges or exchange rate differences shall be borne by the candidate.

## Annex: Ceilings on travel expenses for candidates in a Eurojust selection procedure

Member State	2017 Ceiling (€)
Austria	650
Belgium	200
Bulgaria	700
Croatia	700
Cyprus	750
Czech Republic	700
Denmark	700
Estonia	600
Finland	700
France	600
Germany	500
Greece	700
Hungary	550
Ireland	350
Italy	600
Latvia	700
Lithuania	500
Luxembourg	650
Malta	550
Netherlands	150
Poland	600
Portugal	750
Romania	750
Slovak-Republic	700
Slovenia	600
Spain	700
Sweden	500
United Kingdom	350