



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 EASO Vacancies website is <https://careers.easo.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.

Website

This is the landing page for our Vacancies website.

The screenshot shows the EASO Vacancies website. At the top, there is a navigation bar with the EASO logo, a 'Login' button, and a 'Create Account' button. Below this is a blue header with the word 'Vacancies' and a sub-header 'Welcome to the EASO Vacancies page, where you will find all currently available vacancies in the European Asylum Support Office.' The main content area is divided into several sections: 'How to Apply' with instructions on using the online application system; 'Our Current Vacancies' listing three specific roles (EASO/2021/TA/1000, EASO/2021/TA/1002, and EASO/2021/TA/1003) with their respective publication dates, closing dates, and 'Apply for this Vacancy' buttons; 'Vacancies Status' featuring a table with columns for Reference, Title, and Status, showing various roles and their current status (e.g., 'Open For Application', 'Ongoing Selection'); a 'Disclaimer' section with important information for applicants; 'Reserve Lists' mentioning extended selection procedures; and 'Browser Support' advising on compatible browsers. The footer contains contact information for the European Asylum Support Office, the email careers@easo.europa.eu, and the physical address in Malta.

EASO Login Create Account

Vacancies FAQ

Vacancies

Welcome to the EASO Vacancies page, where you will find all currently available vacancies in the European Asylum Support Office.

How to Apply

Our online application system eRecruitment must be used to apply for any open vacancy. A valid e-mail address must be used to register. Please note that applications must be submitted in English. EASO does not take into consideration any unsolicited applications. We highly suggest that applicants regularly consult our website for new vacancies. For more information, please refer to the [Candidate Applicant Guide](#) and [Frequently Asked Questions](#).

Our Current Vacancies

EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5
Publication Date: March 24 2021
Closing date for applications: March 25, 2021 00:00 (Malta time)
Vacancy notice: [EN](#) [Apply for this Vacancy](#)

EASO/2021/TA/1002, Test VN - 001, Temporary Agent, AST13
Publication Date: March 24 2021
Closing date for applications: March 25, 2021 00:00 (Malta time)
Vacancy notice: [EN](#) [Apply for this Vacancy](#)

EASO/2021/TA/1003, Test VN - 1003, Contract Agent,
Publication Date: March 24 2021
Closing date for applications: March 25, 2021 00:00 (Malta time)
Vacancy notice: [EN](#) [Apply for this Vacancy](#)

Vacancies Status

Reference	Title	Status
EASO/2021/TA/1000	Applicant Guide	Open For Application
EASO/2021/TA/1002	Test VN - 001	Open For Application
EASO/2021/TA/1003	Test VN - 1003	Open For Application
EASO/2021/Mar_10_Ref2	Vacancy_Edu	Ongoing Selection
EASO/2021/Mar_10_Ref1	Vacancy_Education_Test	Ongoing Selection

First Previous Page: 1 of 14 Next Last

For any enquiry, please refer to the [FAQ \(Frequently Asked Questions\)](#). If you have not found the answer to your question after having read FAQ you can send an email to careers@easo.europa.eu.

Disclaimer

Please do not submit your application at the last moment. The system can become overloaded as the deadline for applications approaches and you may find it difficult to submit your application in time. EASO cannot guarantee the availability of the system at all times.

- Among other requirements, the applicants shall be nationals of EU Members States or of associate countries that have concluded arrangements on their participation in EASO.
- For SNE positions, the Management Board decision mentioned in the vacancies explaining the rules on SNEs can be found [here](#).
- For Temporary and Contract Agents, please find the Staff Regulation and CEOS [here](#).
- The specific privacy statement for recruitment can be found [here](#).
- The regulation on data protection can be found [here](#).

Reserve Lists

Selection procedures for which the [reserve list](#) have been extended until 31 December 2021.

Browser Support

Please use Google Chrome, Microsoft Edge or Mozilla Firefox. Internet Explorer is no longer supported.

Figure 1. Home page

As a potential applicant, select the vacancy that interests you from the list of vacancies and click on the **Apply for this Vacancy** button next to the title of the vacancy.

Our Current Vacancies

EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5
Publication Date: March 24 2021

Closing date for applications: March 25, 2021 00:00 (Malta time)
Vacancy notice: [EN](#)

EASO/2021/TA/1002, Test VN - 001, Temporary Agent, AST13
Publication Date: March 24 2021

Figure 2. Apply for this vacancy

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

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.

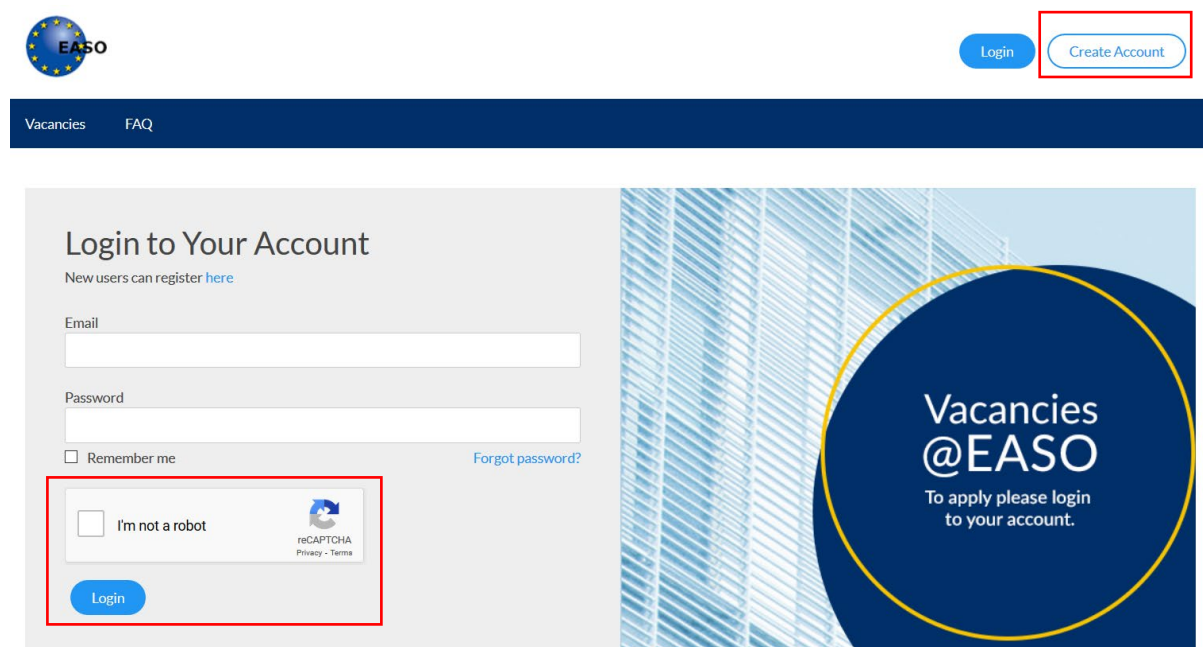
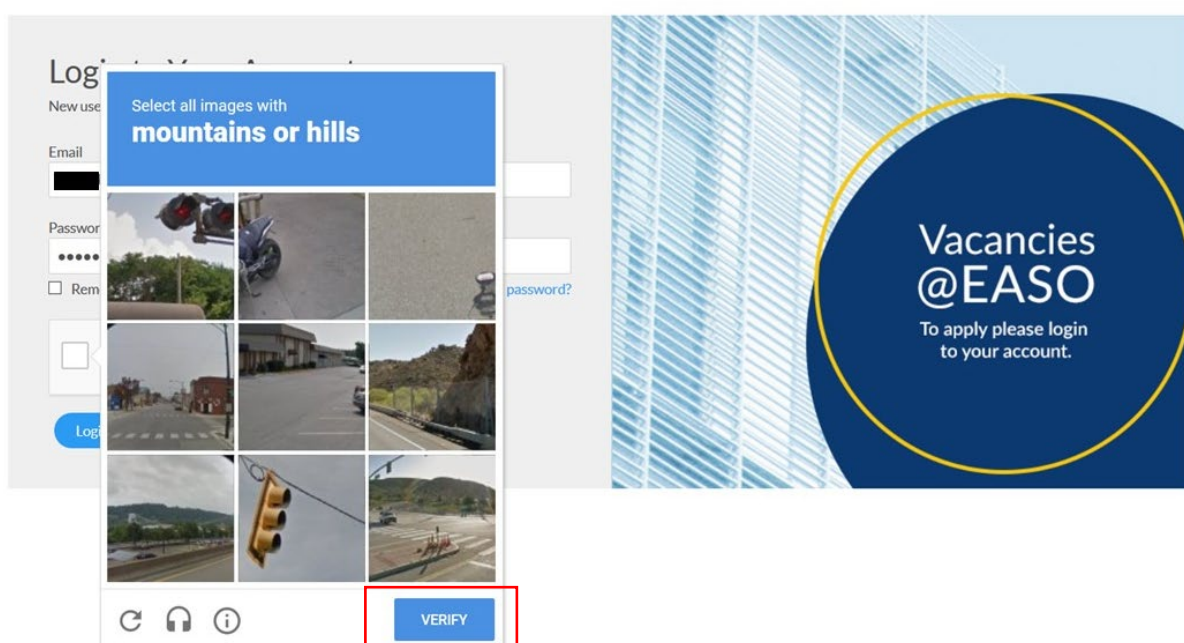


Figure 3. Login page

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.

New Account Registration

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

i 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.

First Name Last Name

Email

Password [Show password](#)

The password should be between 8 and 256 characters and should contain at least one uppercase letter, one lowercase letter, one number and one special character

Confirm Password [Show password](#)

[Create Account](#)

Vacancies @EASO
To apply please login to your account.

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.

EASO

[Login](#) [Create Account](#)

[Vacancies](#) [FAQ](#)

Thank you,

Your account is now activated. To access your profile and to apply for one of the published vacancies, please [click here](#).

Vacancies @EASO

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.



Logout

Vacancies My Profile My Applications FAQ

My Profile

Logged in as: Candidate GUIDE, Malta: 24/3/2021 - 7:00:31 (GMT + 1)

Modify Profile

Change Password

Please note that only the information in the Profile Details section will be retained for future application submissions. Kindly ensure that all other information provided directly relates to the requirements listed in each Vacancy Notice.

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	Select an item
First Name *	Candidate
Last Name *	GUIDE
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Date of Birth * (dd/mm/yyyy)	<input type="text"/>
Place of Birth *	<input type="text"/>
Nationality * (EU Member States and associated countries)	Select an item
Nationality (all other states)	Select an item
Telephone 1 * (Expected in International Form: 00... or +...)	<input type="text"/>

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.

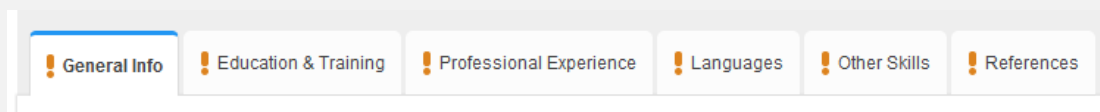


Figure 7. My profile tabs

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: Mr

First Name *: Candidate

Last Name *: GUIDE

Gender *: ☒ Male ☐ Female

Date of Birth *: (dd/mm/yyyy) 01/10/1979

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 +...) 00123456789

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

Email

Address Details

Street *: Street

House Number/Name *: 0

Postal Code *: 0

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.

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.

General Info Education & Training Professional Experience Languages Other Skills References

Education & Training

Formal Education

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 see the User Guide for further information.

- 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.

Add Formal Education

Training/Courses Attended

Add a Training/Course

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 *

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) *

Name of the Establishment *

Town/City *

Country *

Select an item

Title of Diploma Obtained *

From * (dd/mm/yyyy)

To * (dd/mm/yyyy)

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)

01/01/2007

To * (dd/mm/yyyy)

☒ Ongoing

Type *

☒ Full time
 ☐ Part time

Is this remunerated prof. exp? *

Yes

Information Concerning Your Employer

Period of notice required to leave your present job

1 month

* May we contact your employer, if necessary?

☒ Yes
 ☐ No

Name *

Employer

Address *

Address

Type of Organisation *

Organisation

Description of the Position

Exact Designation of Post/Rank *

Rank

Number and type of staff under your responsibility *

1000

Description of Duties *

Typed Words: 1 (minimum: 50, maximum: 500)

Duties

Close

Save

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

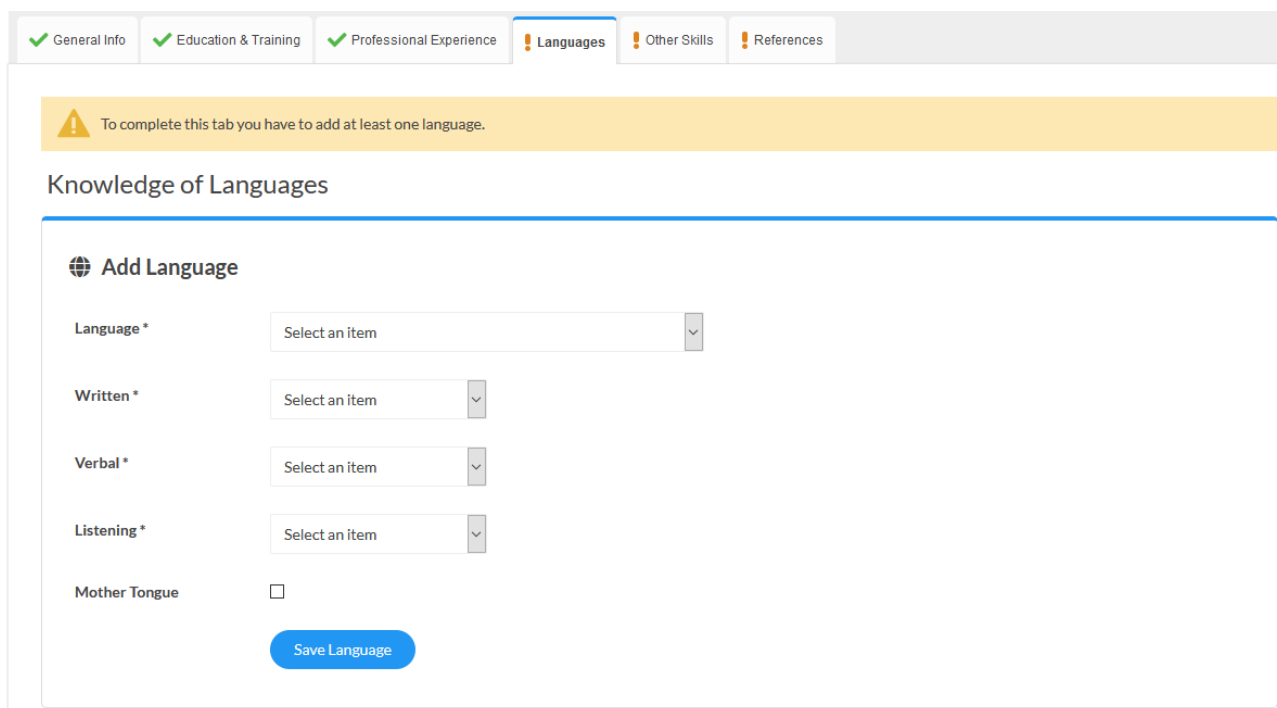
Save and Continue

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 *

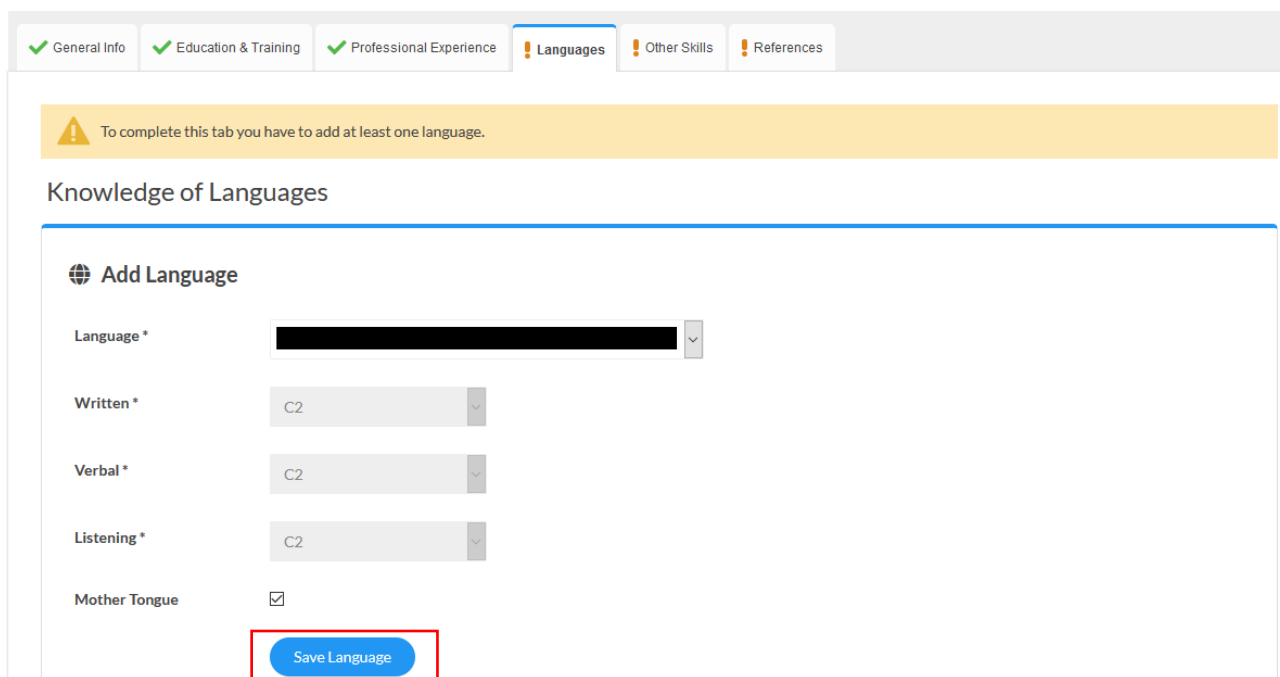
Listening *

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.

Knowledge of Languages

Language	Written	Verbal	Listening	Mother Tongue	Actions
[REDACTED]	C2	C2	C2	✓	Delete
[REDACTED]	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 maximum of 3 references
- Note that referees **could be contacted** without prior notice to candidates
- Do not repeat names of supervisors listed under your professional experiences

[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.

⚠ Please provide us with at least 1 reference.

References

- You can add a maximum of 3 references
- Note that referees **could be contacted** without prior notice to candidates
- Do not repeat names of supervisors listed under your professional experiences

Reference Details

Name *

Exact Designation of Post *

Work Relationship *

Company *

Address *

Telephone *

Email *

[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.

General Info

Education & Training

Professional Experience

Languages

Other Skills

References

References

- You can add a **maximum of 3** references
- Note that referees **could be contacted** without prior notice to candidates
- Do not repeat** names of supervisors listed under your professional experiences

Name	Exact Designation of Post	Work Relationship	Company	Address	Telephone	Email	Actions
Name	Post	Relationship	Company	Adress	00123456789	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.

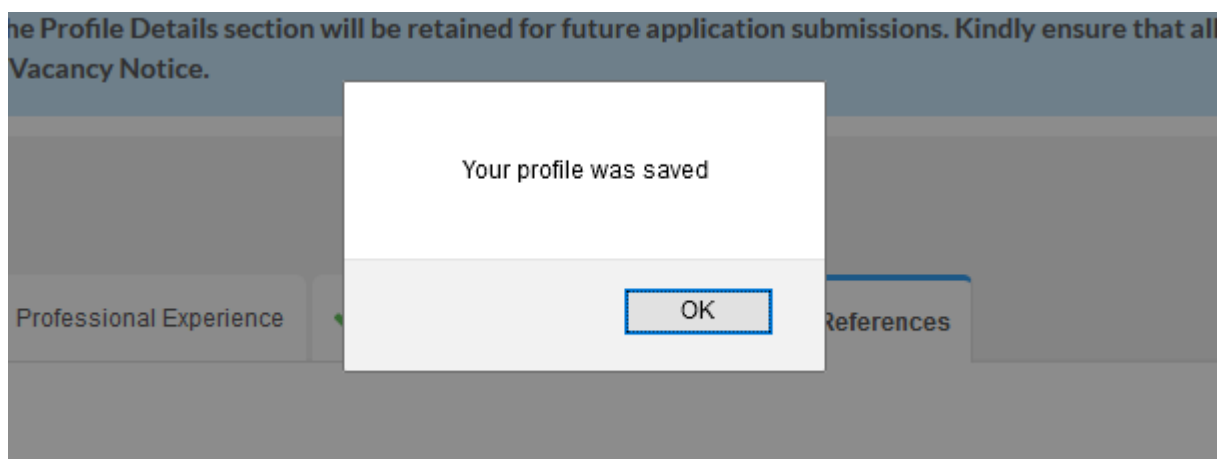


Figure 19. Profile saved

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.

[Logout](#)[Vacancies](#) [My Profile](#) [My Applications](#) [FAQ](#)

My Applications

You currently do not have any EASO 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

EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5

Publication Date: March 24 2021

Closing date for applications: March 25, 2021 00:00 (Malta time)

Vacancy notice: [EN](#)

[Apply for this Vacancy](#)

EASO/2021/TA/1002, Test VN - 001, Temporary Agent, AST13

Publication Date: March 24 2021

[Apply for this Vacancy](#)

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.

[Logout](#)[Vacancies](#) [My Profile](#) [My Applications](#) [FAQ](#)

My Applications

You are applying for EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5

Closing date for applications: March 25, 2021 00:00 (Malta time)

To validate your application for this position, you must complete all the mandatory fields. Once you have completed all the mandatory fields you will be able to submit your application for this vacancy. Note that your application will be valid only if submitted by the closing date of 25 March, 2021 00:00 (Malta time).

[Continue Application](#)

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

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.

Important Notice

You are required to fill in the content of the remaining three tabs to complete your profile. Without the complete application information, you will not be able to apply for vacancy. The content in each of these tabs needs to be adapted to the relevant Vacancy Notice:

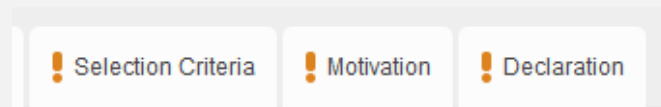


Figure 23. Mandatory tabs

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.

EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5 [View Vacancy Description](#)

The screenshot shows the 'Profile Details' section of an application form. The 'Selection Criteria' tab is active and highlighted with a green checkmark. Below the tab, the 'Essential' section contains three criteria, each with a text input field and a 'Save and Continue' button. The first two criteria are labeled 'Criterion 1' and 'Criterion 2', and the third is labeled 'Criterion 3'. The 'Save and Continue' button is highlighted with a red box.

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. This is the first essential selection criterion.

Typed Words: 2 (maximum: 250)

Criterion 1

2. This is the second essential selection criterion.

Typed Words: 2 (maximum: 250)

Criterion 2

3. This is the third advantageous selection criterion.

Typed Words: 2 (maximum: 250)

Criterion 3

[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 – Motivation

The **Motivation** tab is completed by detailing your interest in the position and in working with EASO. This text should not be less than 100 words. Once done click on the **Save and Continue** button.

EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5 [View Vacancy Description](#)

Profile Details

View Status

✓ General Info

✓ Education & Training

✓ Professional Experience

✓ Languages

✓ Other Skills

✓ References

✓ Selection Criteria

! Motivation

! Declaration

Motivation

Write down your motivation on why you want to join the Agency as a "Applicant Guide"

Typed Words: 104(minimum: 100, maximum: 500)

My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation
My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation
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My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation My Motivation
My Motivation My Motivation My Motivation My Motivation|

Save and continue

Figure 25. Motivation tab

The **Motivation** 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.

EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5 [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.

* 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.

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 25 March 2021 00:00 (GMT + 1); otherwise your application will not be taken into consideration.

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

Application Status

Application Opening Date
24/03/2021

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.

EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5 [View Vacancy Description](#)

The screenshot shows the 'Status' page with a 'View Application' button. A green message bar states: 'All the mandatory fields are filled and you are now able to submit your application.' Below this, a yellow warning bar says: 'You need to submit your application before the 25 March 2021 00:00 (GMT + 1); otherwise your application will not be taken into consideration.' At the bottom of the status section are two buttons: 'Delete this application' and 'Submit Application' (highlighted with a red box). Below the status section is the 'Application Status' timeline, which includes: 'Application Opening Date 24/03/2021', 'Application Submitted Pending', and 'Application Closing Date Pending'.

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 with a yellow warning icon. The text inside reads: 'You are about to submit your application. Once your application has been submitted you are no longer able to make modifications to your application. Are you sure you want to continue and submit this application?' At the bottom right of the dialog are two buttons: 'Cancel' and 'Submit' (highlighted with a red box).

The Application Status page will update with your application status.

Status [View Application](#)

i Your application was submitted on 24 March 2021. 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 - EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5, you will have to delete the current application and submit a new one.

[Delete this application](#)

Application Status

Application Opening Date
24/03/2021


Application Submitted
24/03/2021

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 - EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5

 **no-reply@easo.europa.eu**
Today, 8:13 AM

[Reply all](#)


Dear Guide Candidate,

Your application for **EASO/2021/TA/1000, Applicant Guide, Temporary Agent, AD5** has been submitted successfully.

Thank you

Kind regards,
EASO Recruitment Team

Human Resources and Security Unit - Recruitment, Career and Development Sector
Centre of Administration



European Asylum Support Office
MTC Block A, Winemakers Wharf, Grand Harbour Valletta, MRS 1917, Malta
Email: [REDACTED]
Website: <https://careers.easo.europa.eu/>

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