

Sample application form

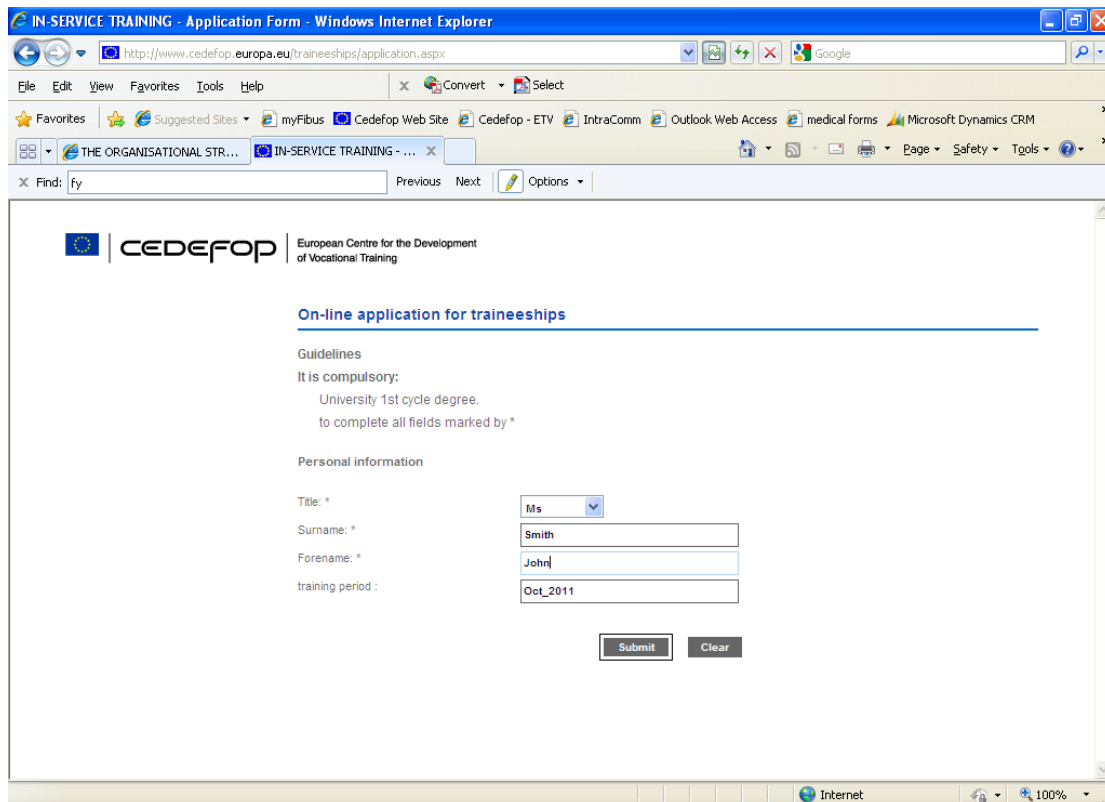
Before proceeding with the on-line application please read the following information:

- Use Latin characters only for file name or description of certificates / diplomas.
- Attach only the following formats: doc, pdf, rtf, txt, wps, jpg, jpeg, tiff, png, gif, xls, ppt, xml, htm, html;. otherwise your attachments will be disregarded ; Maximum size for attachments: **4 MB**
- If the CV (in English), or University (first cycle) degree is missing your application will not be considered.

Candidates have the sole responsibility for filling in their application correctly and attaching the necessary CV (in English), diplomas and certificates in the correct format.

Sample application form

1. FIRST SCREEN



The screenshot shows a web browser window titled "IN-SERVICE TRAINING - Application Form - Windows Internet Explorer". The address bar shows the URL "http://www.cedefop.europa.eu/traineeships/application.aspx". The browser's Favorites bar includes "myFibus", "Cedefop Web Site", "Cedefop - ETV", "IntraComm", "Outlook Web Access", "medical forms", and "Microsoft Dynamics CRM". The search bar contains "fy".

The main content area of the page features the CEDEFOP logo and the text "European Centre for the Development of Vocational Training". Below this is the heading "On-line application for traineeships".

The "Guidelines" section states: "It is compulsory: University 1st cycle degree. to complete all fields marked by *".

The "Personal information" section contains the following fields:

- Title: * (Dropdown menu with "Ms" selected)
- Surname: * (Text box containing "Smith")
- Forename: * (Text box containing "John")
- training period: (Text box containing "Oct_2011")

At the bottom of the form are "Submit" and "Clear" buttons.

- (1) Select title (Mr, Ms)
- (2) Type your last name in the text box labelled *Surname*
- (3) Type your first name in the box labelled *Forename*

(4) Click on *submit* to go to the second screen or *clear* to reset your data

2. SECOND SCREEN

CEDEFOP European Centre for the Development of Vocational Training

On-line application for traineeships

Application form training period:

Contact details

Title: *

Surname: *

Forename: *

Permanent address: *

Telephone number: * ---

(country code)-(city code)-(tel. number) - (optional:second tel. number)e.g.(0030)- (2310)-(512356) - (512366) for country Greece and city Thessaloniki

Mobile:

e-mail: *

Demographic details

Nationality: *

(second nationality) Other:

Date of birth: *

(format - dd/mm/yyyy)

Languages

Mother tongue: *
 (if you have a second one)

Other Languages: * [Click for help](#)

Language	Level	
	Written	Spoken
<input type="text" value="Czech"/>	<input type="text" value="Independent User -(B1)"/>	<input type="text" value="Independent User -(B2)"/>
<input type="text" value="Danish"/>	<input type="text" value="Proficient User -(C1)"/>	<input type="text" value="Proficient User -(C2)"/>
<input type="text" value="English"/>	<input type="text" value="Proficient User -(C2)"/>	<input type="text" value="Proficient User -(C2)"/>

Education

Title & Subject	Date acquired
<input type="text" value="Bachelor of Science"/>	<input type="text" value="1992"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tertiary - level Education: * [Click for help](#)

Previous traineeship(s)

Previous traineeship in another EU institution or agency: * Yes No

If yes where?

- (5) You should see your title, surname and forename at the top. These are read-only fields and you cannot change them.
- (6) **Address:** In the field Permanent address, type your full mailing address.
- (7) **Telephone numbers:** In the telephone number field you should put in the first textbox your country code, in the second textbox your city code and your main telephone number in the third textbox. If you have a second telephone number put it in the fourth textbox. In the field mobile, insert your mobile with the country code in front.
- (8) **E-mail:** Make sure that you insert your correct e-mail address otherwise we will not be able to contact you. If you have more than one address, you should separate the addresses with a semicolon (;).
- (9) **Date of birth:** You must enter your date of birth as DD/MM/YYYY. That is, 2 digits for day (DD), 2 digits for month (MM) and 4 digits for year (YYYY).
- (10) **Units of interest:** Please describe briefly your motivation for choosing the particular field of interest.
- (11) **Attachments:** Take care to add your attachments correctly. You must enter both the Curriculum Vitae and first cycle University degree (BA) otherwise your application will be rejected.
 - (a) Describe the type of attachment (e.g. Diploma, BA, Ptychion, Maîtrise etc).
 - (b) The attachments' filenames should be written in Latin characters. Do not use country-specific characters/letters.

(c) Select the type of attachment: “CV” for your curriculum vitae, “1st cycle University degree” for your main diploma(s) and “other” for any other attachment you might want to add.

(d) Click on browse to locate the file, and then OK to save it. You can continue adding more attachments in the same way.

3. CONFIRMATION PAGE

Attachments - Windows Internet Explorer

http://www.cedefop.europa.eu/traineeships/inc_attach.aspx?NewID=1171&surname=Smith&forename=John

You can add more attachments or click on the button close to return to your application

Attach file(s)

You MUST attach a scanned copy of your:

- University 1st Cycle Degree
- Your CV in English

Description

Attachment Type

Attachment

Scanned images of certificates

University first cycle degree

European CV

CV English

Other attachments

Reference Letter

Done Internet 100%

(12) Once you have completed the attachments and all the application form fields, you can submit your application to Cedefop.

(13) Make sure that you tick the *Declaration of honour* checkbox before submitting your application.

(14) You should get a confirmation page that shows all the information you have entered. At the bottom of the page you can also see if you have entered the required attachments. **Make sure that you check all attachments and that you have not missed anything!**

(15) Print and keep this page. If you need to contact Cedefop you must refer to your protocol number.

(16) You will also receive an automatic e-mail confirming that your application has been saved to our database. Do not reply to this notification!

Submission Page - Windows Internet Explorer

http://www.cedefop.europa.eu/traineeships/applicationgen.aspx?_hidTrainee_id=1171

File Edit View Favorites Tools Help X Convert Select

THE ORGANISATIONAL STR... Submission Page

X Find: fy Previous Next Options

The mail has been send.

[Print this page](#)

Dear candidate,

Your traineeship application has been registered.
The protocol number of your application is: **Oct_2011_1171**. You should quote this number in any correspondence with Cedefop regarding the traineeship.

In case there is a change in your contact details while the selection process is ongoing, please send an e-mail to: [Traineeships](#).

Successful candidates are typically contacted a month before the beginning of the traineeship period. Candidates who have not received a reply by the end of September may consider that they have not been selected for the traineeship. However, all candidates who have received a protocol number will be notified of the outcome of their application.

In light of the large number of applications received, we kindly ask you not to contact Cedefop concerning the follow-up of your application. We will not reply to individual queries.

Thank you for the interest you have shown in the traineeship programme of Cedefop.

Cedefop's HR service

You have entered the following information:

[Traineeships](#)

You should quote the protocol number of your application in any correspondence with Cedefop.

Submission Page - Windows Internet Explorer

http://www.cedefop.europa.eu/traineeships/applicationgen.aspx?_hidTrainee_id=1171

File Edit View Favorites Tools Help X Convert Select

THE ORGANISATIONAL STR... Submission Page

X Find: fy Previous Next Options

You have entered the following information:

Protocol number:	Oct_2011_1171
Full name:	Ms Smith, John
Nationality:	DE - SI, Greek
Date of birth:	28/12/1982
Address:	Downing street, 3, UK
Telephone number:	☎ 0044222256688 ☎ 4545465 mobile: ☎ 00446932657765 ☎
email:	John.Smith@xxx.uk
Stages:	N
Language(s):	Greek German CS Written:Independent User -(B1) Spoken:Independent User -(B2) DA Written:Proficient User -(C1) Spoken:Proficient User -(C2) EN Written:Proficient User -(C2) Spoken:Proficient User -(C2)
Tertiary - level Education:	Bachelor of Science, 1992
Unit(s)/Service(s)/Activities:	<i>Directorate</i> Comment: This relates to my studies, and I wish to improve it in multicultural environment <i>Legal Advice</i> Comment: This relates to my studies, and I wish to improve it in multicultural environment
Attachments	<i>Other</i> Description: Reference Letter <i>Certificate</i> Description: University first cycle degree Description: * * * no description provided * * * <i>CV</i> Description: CV English You have inserted 4 attachments.

Done Internet 75%