



How to Apply for a Traineeship

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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 EUAA Vacancies website is <https://careers.euaa.europa.eu>

Supported browsers for the EASO Vacancies website are **Google Chrome, Mozilla Firefox** and **Microsoft Edge (new version)**.

Disclaimer

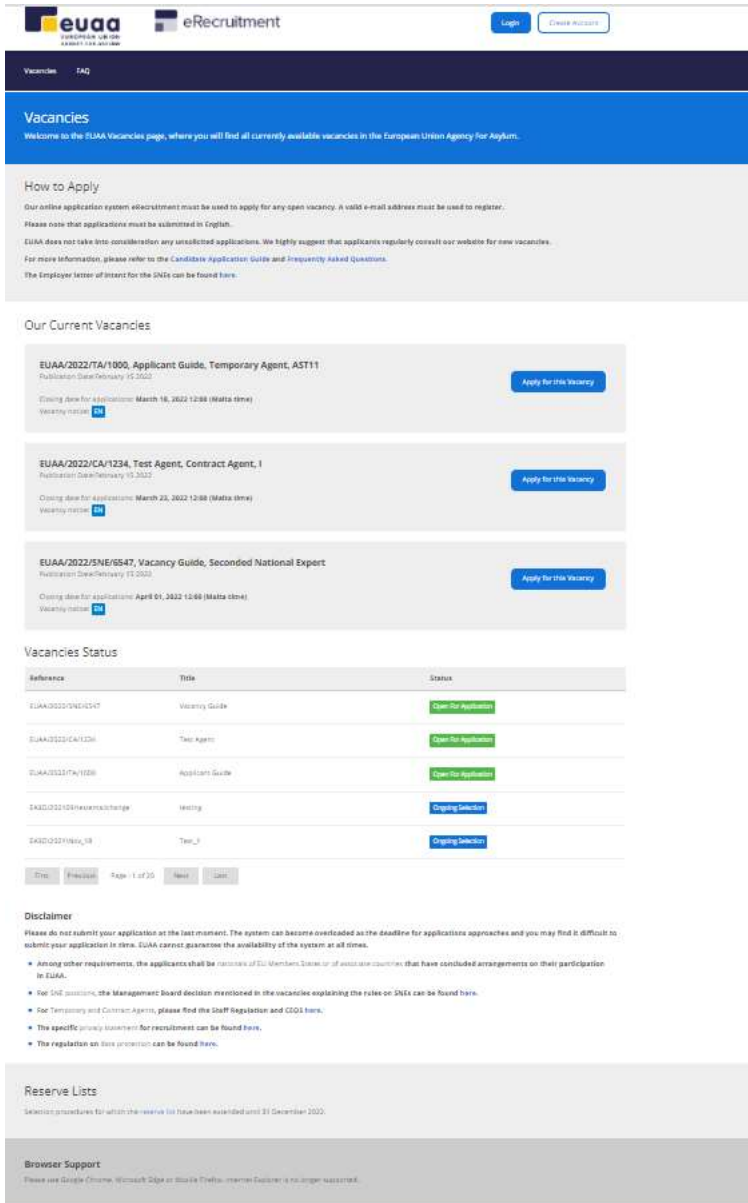
Please note that the screenshots are derived from a test vacancy and do not necessarily correspond to any actual published vacancies.





Website

This is the landing page for our Vacancies website.



The screenshot shows the EUAA eRecruitment website. At the top, there are logos for EUAA and eRecruitment, along with 'Login' and 'Create Account' buttons. Below this is a navigation bar with 'Vacancies' and 'FAQ' links. The main heading is 'Vacancies', followed by a welcome message. A 'How to Apply' section provides instructions on using the online application system, noting that applications must be in English and that EUAA does not take into consideration unsolicited applications. It also provides links for more information and the Employer letter of intent for SNIs.

The 'Our Current Vacancies' section lists three active vacancies, each with a 'Apply for this Vacancy' button:

- EUAA/2022/TA/1900, Applicant Guide, Temporary Agent, AST11**
Publication Date: February 15 2022
Closing date for applications: March 16, 2022 12:00 (Malta time)
Vacancy notice: [EN](#)
- EUAA/2022/CA/1234, Test Agent, Contract Agent, I**
Publication Date: February 15 2022
Closing date for applications: March 23, 2022 12:00 (Malta time)
Vacancy notice: [EN](#)
- EUAA/2022/SNE/6547, Vacancy Guide, Seconded National Expert**
Publication Date: February 15 2022
Closing date for applications: April 01, 2022 12:00 (Malta time)
Vacancy notice: [EN](#)

Below the vacancies is a 'Vacancies Status' table:

Reference	Title	Status
EUAA/2022/IND/4347	Vacancy Guide	Open For Application
EUAA/2022/CA/1234	Test Agent	Open For Application
EUAA/2022/TA/1900	Applicant Guide	Open For Application
EUAA/2022/SNE/6547	Testing	Ongoing Selection
EUAA/2022/IND/4347	Test 1	Ongoing Selection

At the bottom of the page, there is a 'Disclaimer' section with several bullet points regarding application deadlines, participation requirements, and regulations. Below that is a 'Reserve Lists' section and a 'Browser Support' section.

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



EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11
Publication Date: February 15, 2022

Closing date for applications: **March 18, 2022 12:00 (Malta time)**
Vacancy notice: [EN](#)

EUAA/2022/CA/1234, Test Agent, Contract Agent, I
Publication Date: February 15, 2022

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.

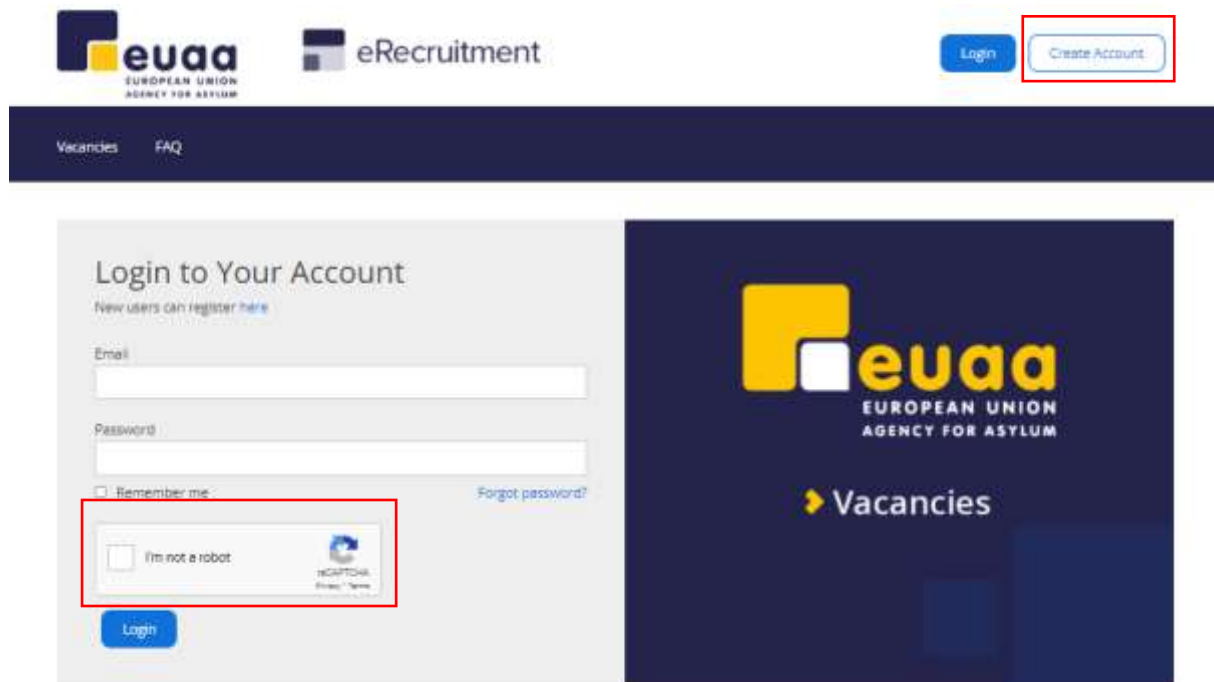
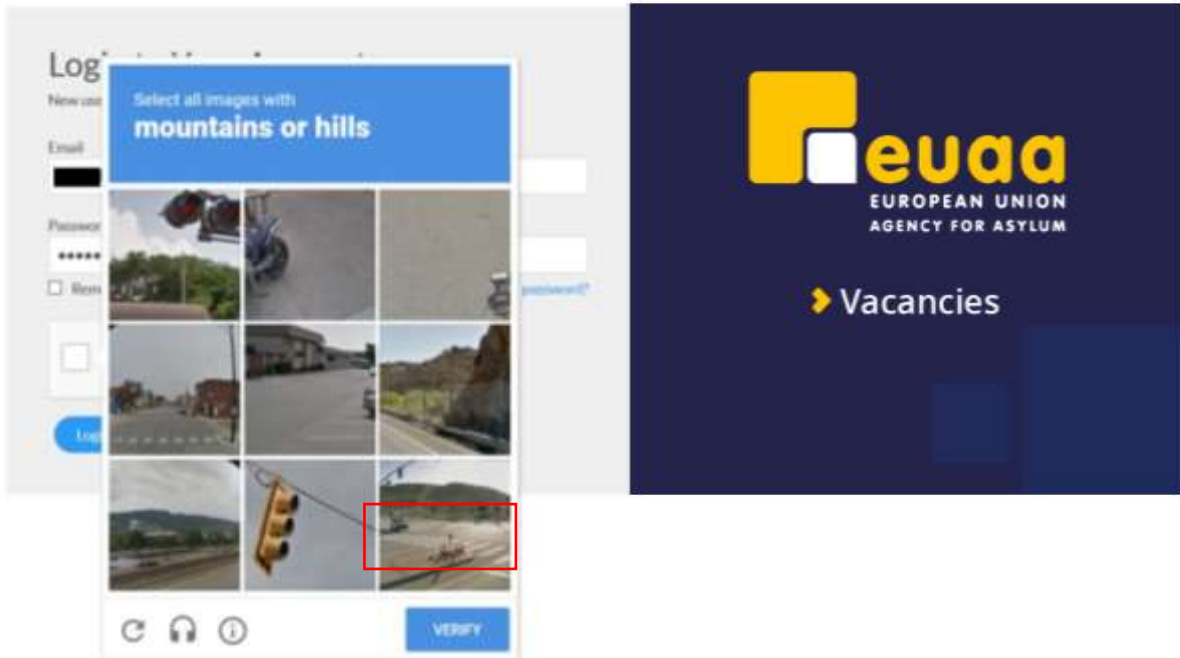


Figure 3. Login page





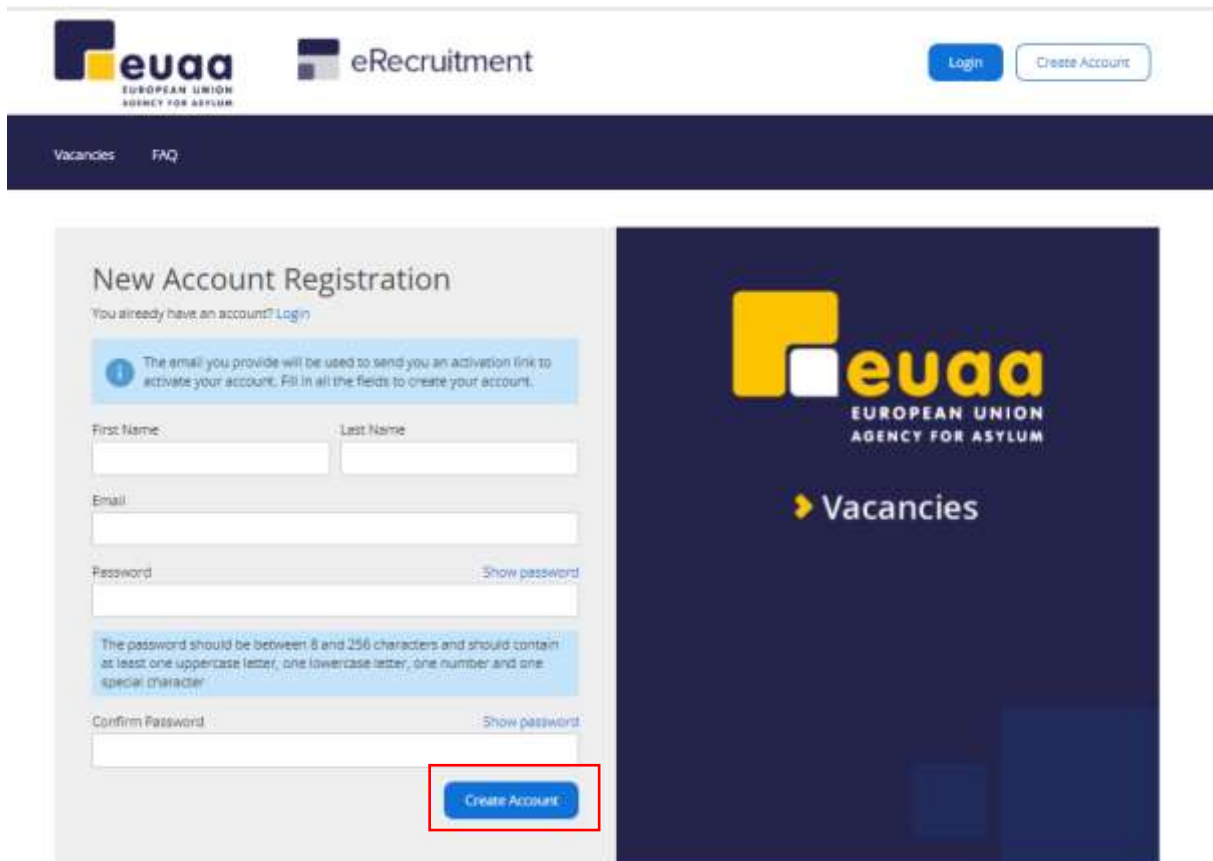
The reCAPTCHA challenge will look similar to the below so make sure to make the correct selection(s) and then click the **VERIFY** button:





Create Account

Fill in the form presented after clicking the Create Account button and click **Create Account** at the end of the form.



The screenshot shows the top navigation bar with the euaa logo, 'eRecruitment' text, and 'Login' and 'Create Account' buttons. Below the navigation bar is a dark blue header with 'Vacancies' and 'FAQ' links. The main content area is split into two panels. The left panel is titled 'New Account Registration' and contains a form with the following fields: 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. Each password field has a 'Show password' link. A blue information box above the form states: '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.' Another blue information box below the password field states: '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.' A red box highlights the 'Create Account' button at the bottom right of the form. The right panel is a dark blue sidebar with the euaa logo and a 'Vacancies' link with a yellow arrow icon.

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.





New Account Registration

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

 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.

Thank you, your account has been successfully created.
In order to activate your account, please follow the instructions enclosed in the email sent to you.

[Back to Home Page](#)



[> Vacancies](#)

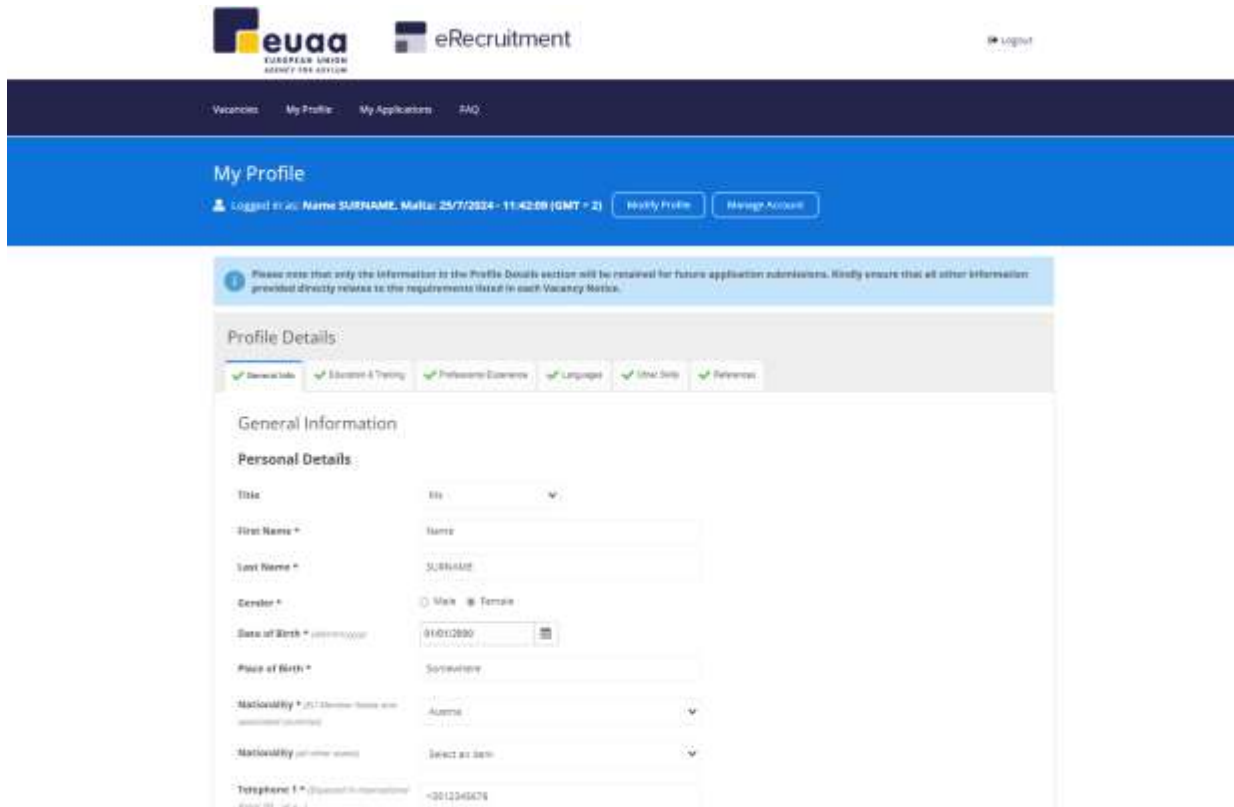
Figure 5. Account activation.





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.



The screenshot shows the 'My Profile' page of the euaa eRecruitment portal. At the top, there is a navigation bar with 'Vacancies', 'My Profile', 'My Applications', and 'FAQ'. Below this, the 'My Profile' section is active, displaying a user's login information: 'Logged in as: Name SURNAME, Malta: 25/7/2024 - 11:42:09 (GMT + 2)'. There are buttons for 'Reset Profile' and 'Manage Account'. A warning message states: '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.' The 'Profile Details' section is expanded, showing a 'General Information' tab. Under 'Personal Details', the following fields are visible: Title (Ms), First Name (Name), Last Name (SURNAME), Gender (Male), Date of Birth (01/01/2000), Place of Birth (Somewhere), Nationality (Austria), and Telephone (+3012345678).

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.







My Profile – General Information

Fill in the **General information** tab and click on the **Save and Continue** button to move onto the next tab.

Profile Details

- General Info
- Education & Training
- Professional Experience
- Languages
- Other Skills
- References

General Information

Personal Details

Title: Ms

First Name *: Name

Last Name *: SURNAME

Gender *: Male Female

Date of Birth *: (dd/mm/yyyy) 01/01/2000

Place of Birth *: Somewhere

Nationality * (EU Member States and associated countries): Please select your nationality from the drop down menu

Nationality (all other states): Select an item

Telephone 1 * (Expected in International Form: 00... or +...): +3512345678

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

Email: Please insert here your email address

Address Details

Street *: Street Name

House Number/Name *: 1

Postal Code *: Postal Code

City/Town *: Valletta

Country *: Malta

[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.





IMPORTANT!

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.

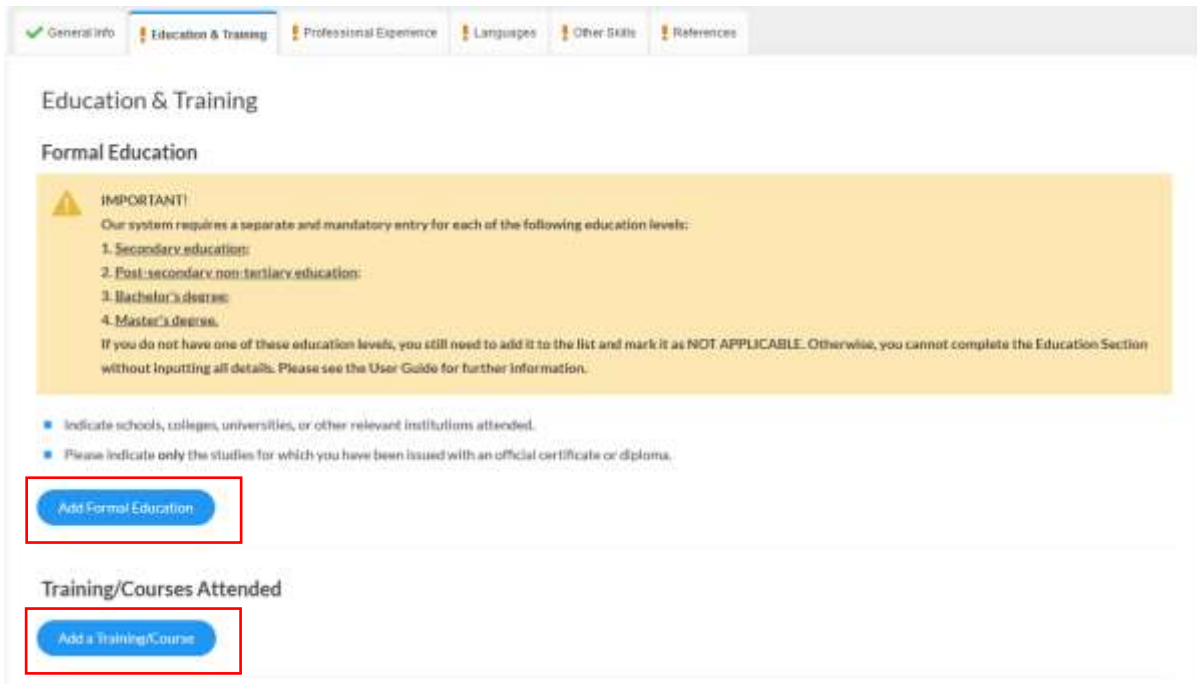
IMPORTANT!

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 or official declaration from the academic institution justifying 3 years of higher education at EQF level 6
- 4) Master's degree or PhD (if applicable).

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.

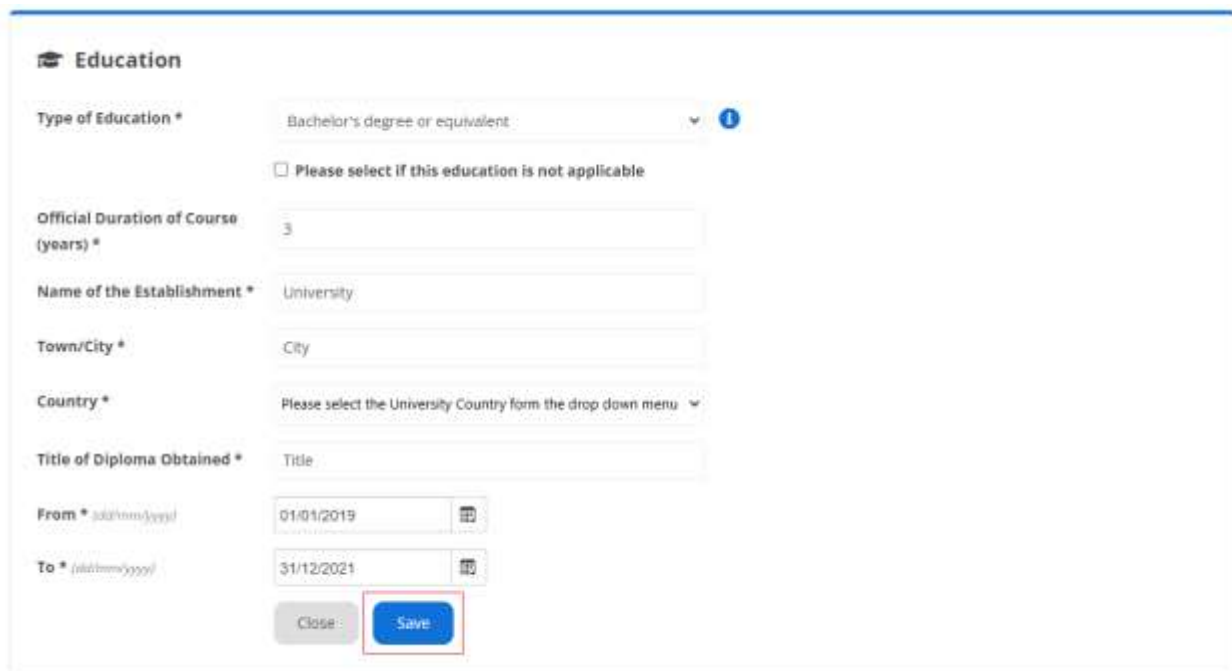
- Indicate schools, colleges, universities, or other relevant institutions attended.
- Please indicate only the studies for which you have been issued with an official certificate or diploma.

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) * 3

Name of the Establishment * University

Town/City * City

Country * Please select the University Country from the drop down menu

Title of Diploma Obtained * Title

From * (dd/mm/yyyy) 01/01/2019

To * (dd/mm/yyyy) 31/12/2021

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 * ⓘ

Please select if this education is not applicable

Official Duration of Course (years) *

Name of the Establishment *

Town/City *

Country *

Title of Diploma Obtained *

From * (dd/mm/yyyy) ⓘ

To * (dd/mm/yyyy) ⓘ

IMPORTANT: Please fill out 'Details and subjects studied'.





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.

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	3	University	Title	01/01/2019-31/12/2021	Modify Delete

Training/Courses Attended

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.

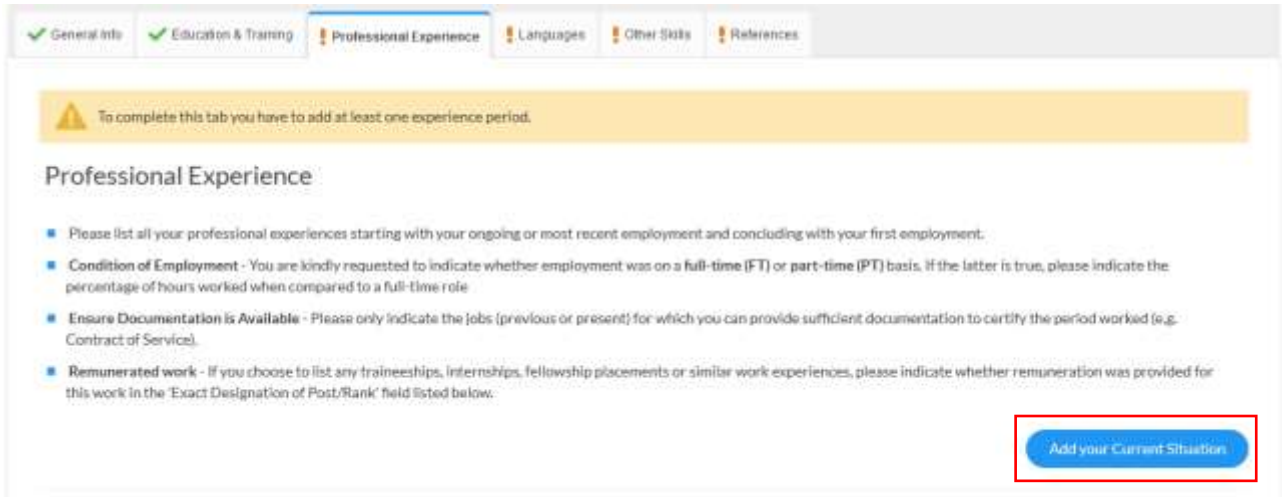
Please insert your publications (if applicable)





My Profile – Professional Experience

In the **Professional Experience** tab, you can fill in all your work experience (if you have any). Start by clicking on the **Add your current situation** button to fill in your most recent experience.



Fill in the details and click on the **Save** button.





Experience

Employment

From *

To * Ongoing

Type * Full time Part time

Is this remunerated prof. exp? *

Information Concerning Your Employer

Period of notice required to leave your present job

* May we contact your employer, if necessary? Yes No

Name *

Address *

Type of Organisation *

Description of the Position

Exact Designation of Post/Rank *

Number and type of staff under your responsibility *

Description of Duties * Type: Words: 1 (minimum: 30, maximum: 500)

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.





Navigation tabs: [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.

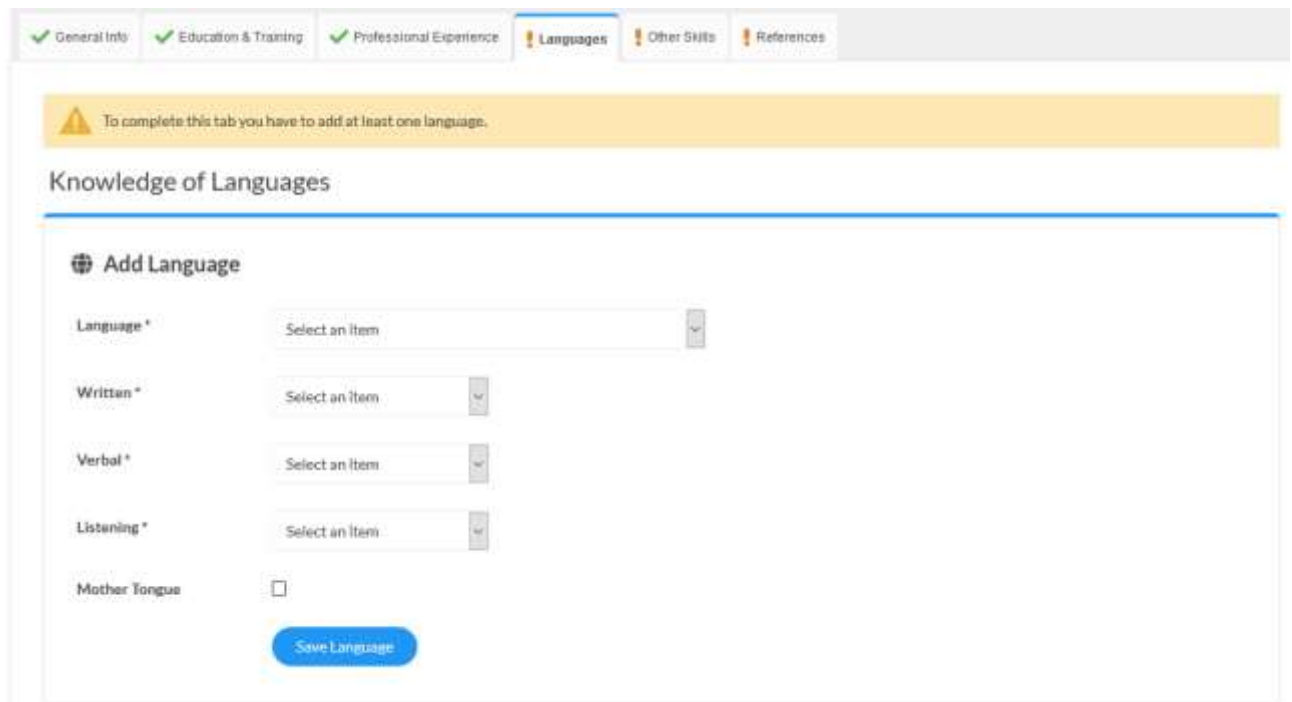



Figure 13. Languages tab

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, and english at least B2 level

Knowledge of Languages

Add Language

Language *

Written *

Verbal *

Listening *

Mother Tongue

You can add another language or else you can click on the **Save and Continue** button.





Profile Details

✓ General Info
✓ Education & Training
✓ Professional Experience
✓ Languages
! Other Skills
! References

Knowledge of Languages

Language	Written	Verbal	Listening	Mother Tongue	Actions
Language 1	C2	C2	C2	✓	Delete
Language 2	C2	C2	C2	✗	Delete

🌐 Add Language

Language *

Written *

Verbal *

Listening *

Mother Tongue

[Save Language](#)

[Save and Continue](#)

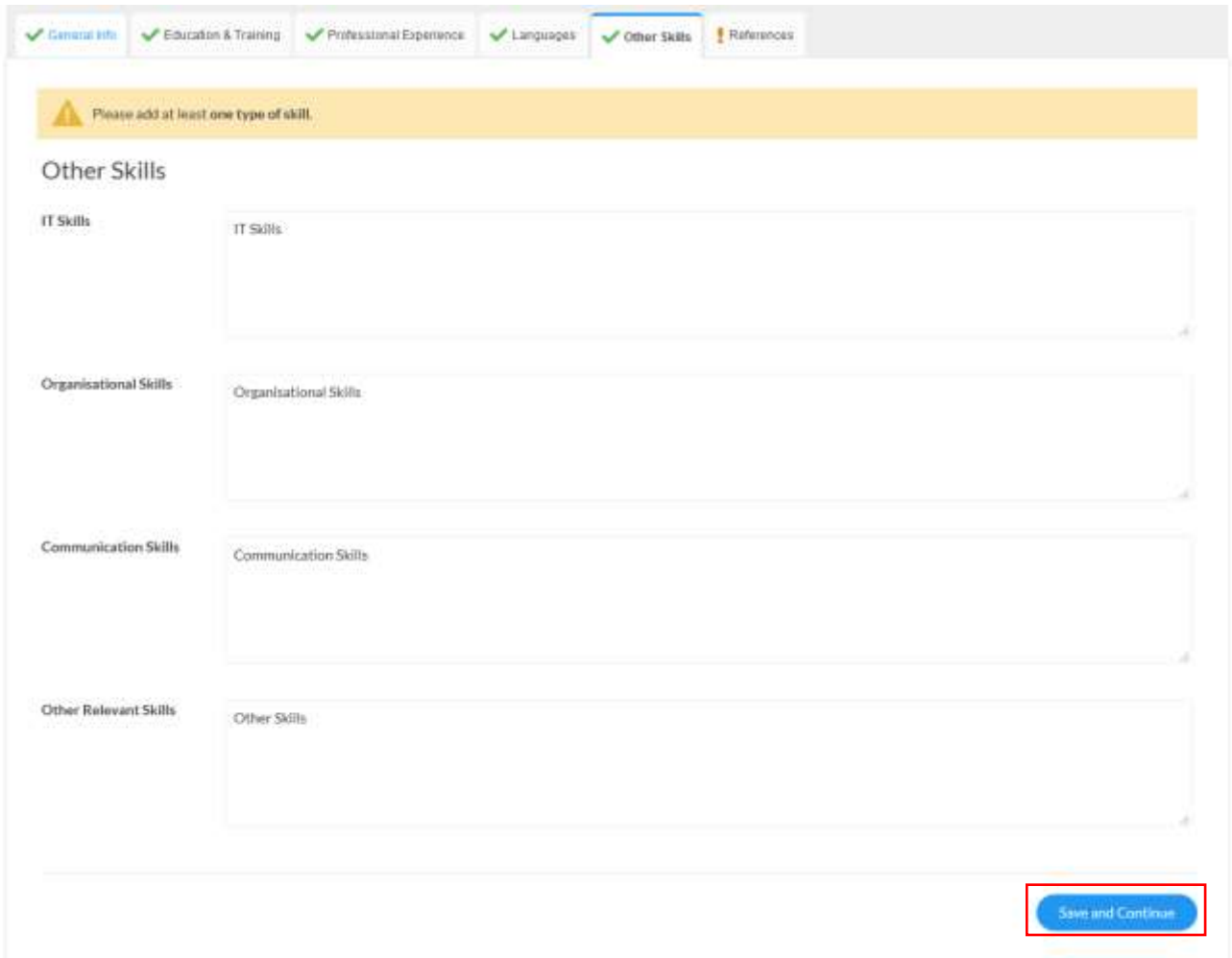
Figure 14. Languages tab completed

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

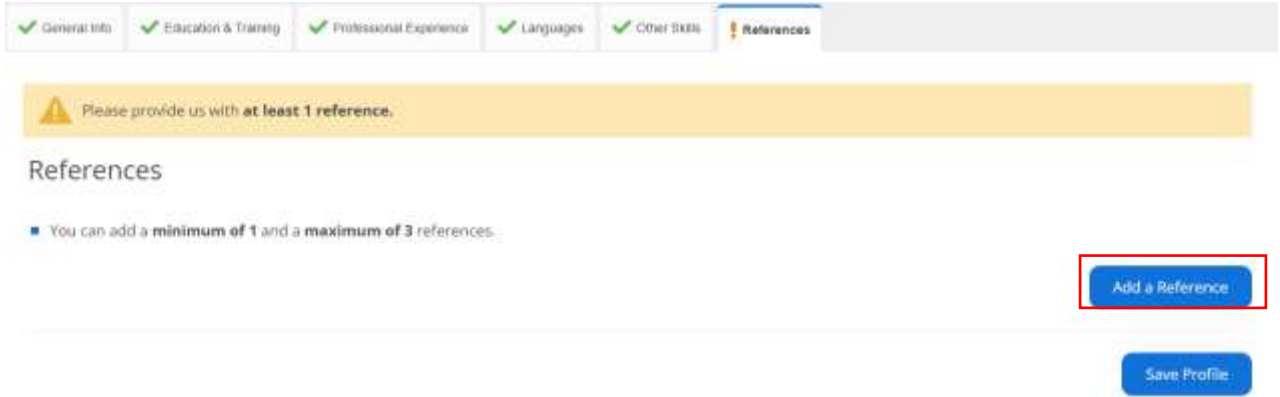


Figure 16. References tab

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.

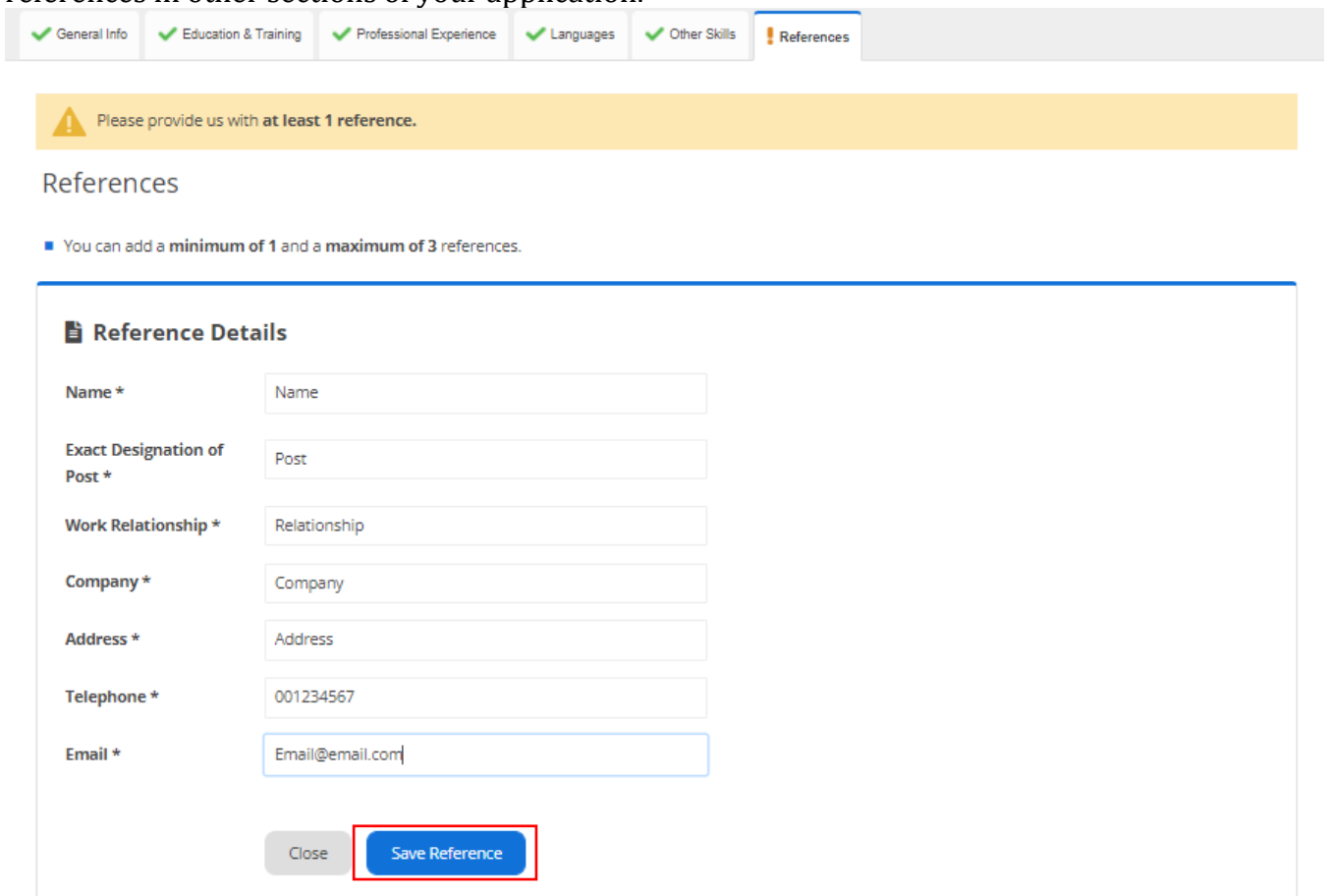
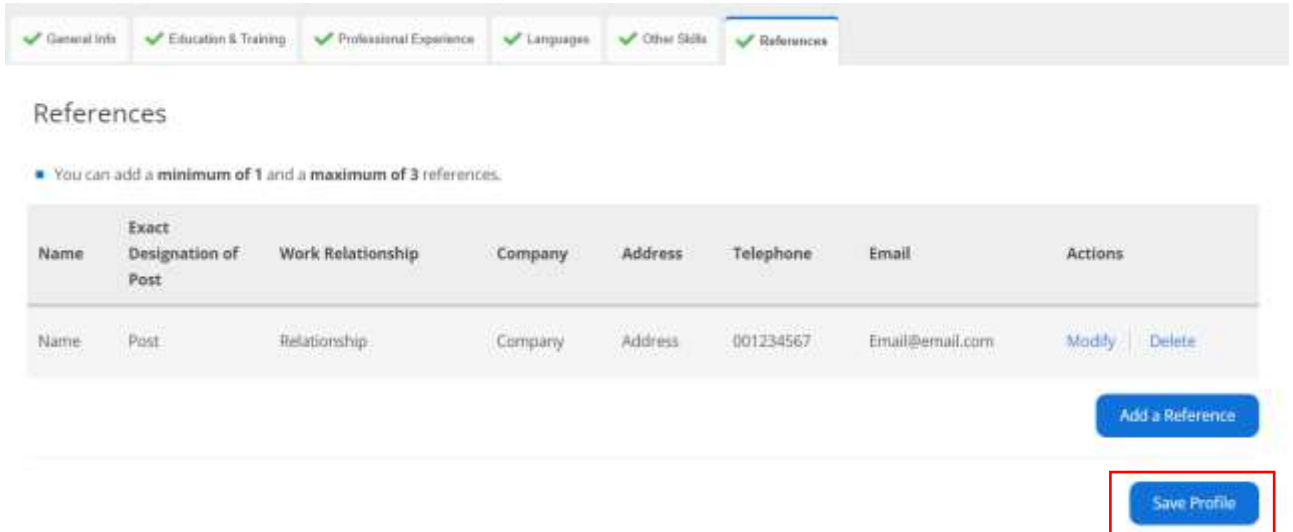


Figure 17. Reference details





Once you have filled in the appropriate details for the reference, please click on the **Save Reference** button.



References

You can add a minimum of 1 and a maximum of 3 references.

Name	Exact Designation of Post	Work Relationship	Company	Address	Telephone	Email	Actions
Name	Post	Relationship	Company	Address	001234567	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.

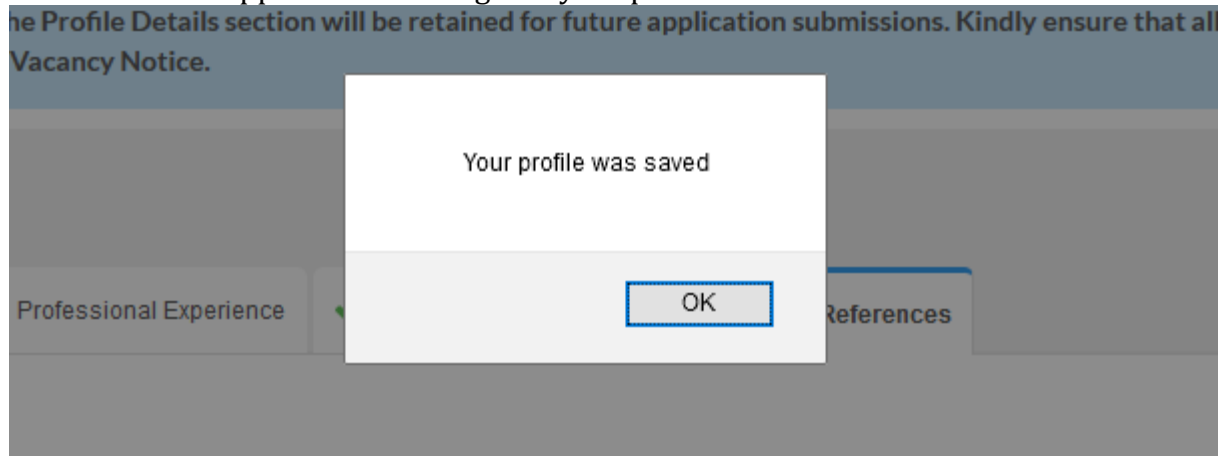


Figure 19. Profile saved

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.



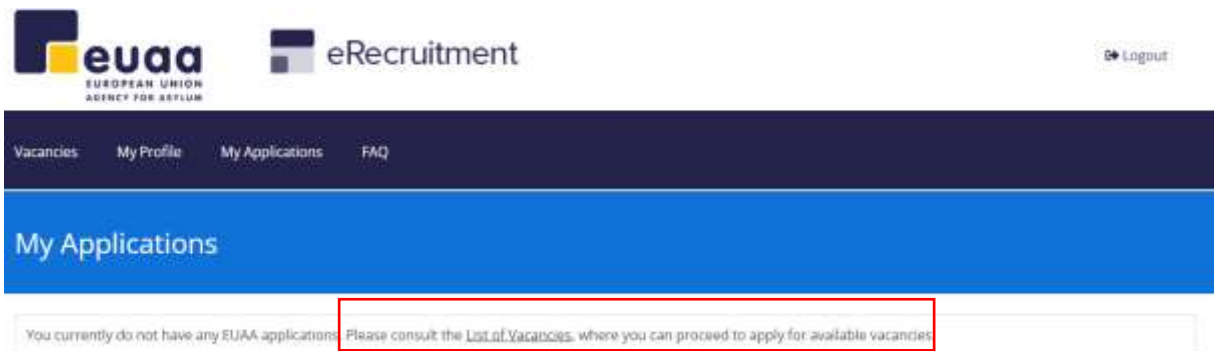


Figure 20. Applications page

Click on the **List of Vacancies** link and the list of our ongoing Vacancies will appear, where you can select any vacancy and select the Traineeship vacancy you are applying for. When selecting a Vacancy Notice, ensure that you satisfy at least the Eligibility and Essential Criteria and click on the **Apply for this Vacancy** button.

Our Current Vacancies



Our Current Traineeship Vacancies



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.



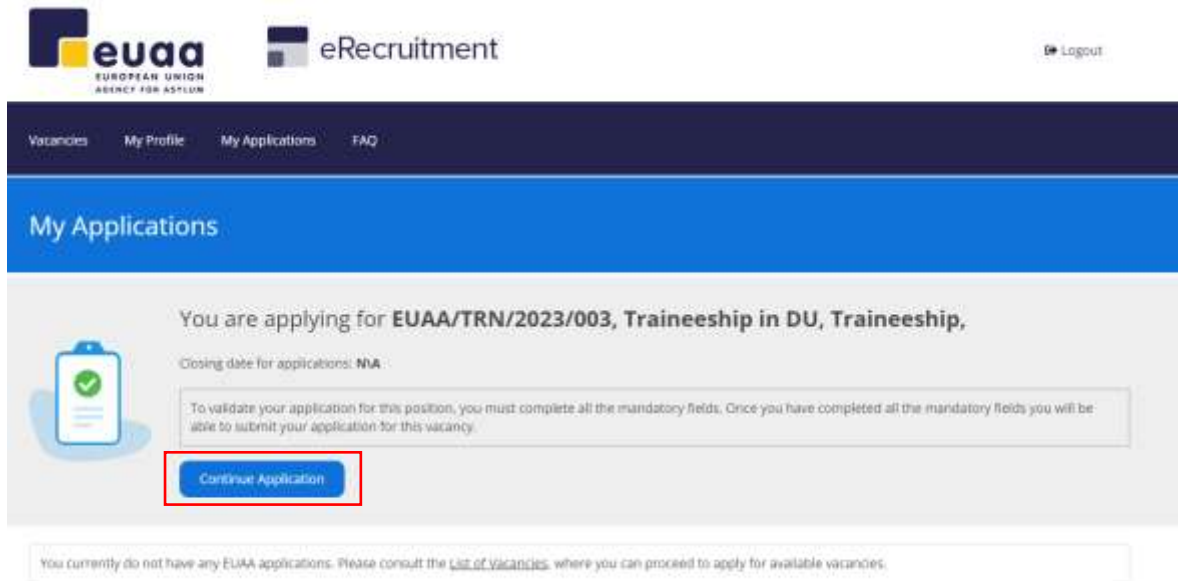


Figure 22. Reminder page

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.

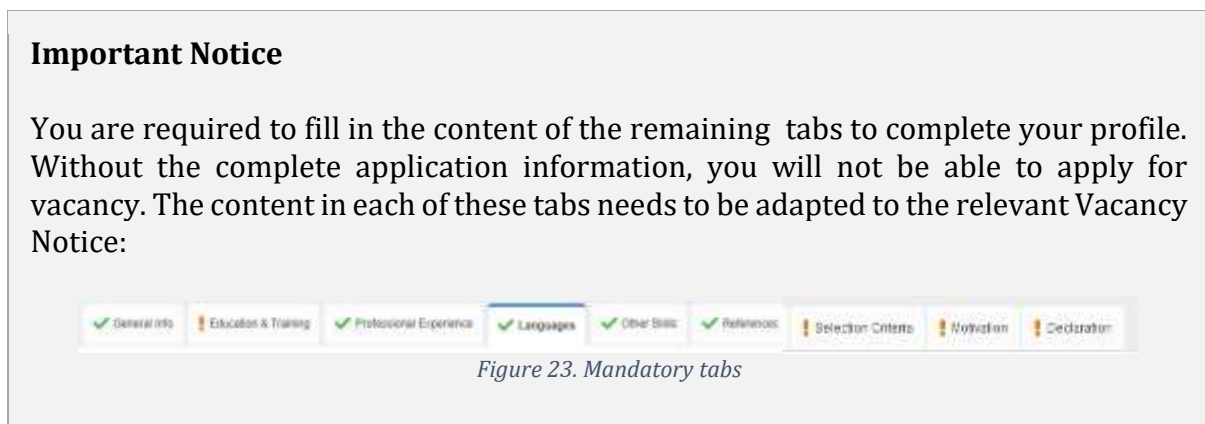


Figure 23. Mandatory tabs

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 – Education & Training

Go to the **Education & Training** tab and fill in the criteria.





Profile Details [View Status](#)

General Info
 Education & Training
 Professional Experience
 Languages
 Other Skills
 References
 Selection Criteria
 Motivation
 Declaration

Education & Training

Formal Education

IMPORTANT!
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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.

Type of Education	Official Duration of Course (years)	Name of the Establishment	Title of Diploma Obtained	Duration	Actions
Master's degree 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
Secondary or equivalent	N/A	N/A	N/A	N/A	Modify Delete
Bachelor's degree or equivalent ❗	3	University	Title	01/01/2020-31/12/2023	Modify Delete

Education

Type of Education * ❗

Please select if this education is not applicable

Official Duration of Course (years) *

Name of the Establishment *

Town/City *

Country *

Title of Diploma Obtained *

Details of subjects studied *

From *

To *

When you have filled in all the details, including the details of subject studied. Without the complete information, you will not be able to apply for vacancy.

You can click on the **Save** button to add more or continue to add Training/Courses and/or Publications if you have any.





Training/Courses Attended

Add a Training/Course

Publications

Title	Author/s	Published date	Actions
-------	----------	----------------	---------

Add a Publication

Save and Continue

Publications

Title	Author/s	Published date	Actions
-------	----------	----------------	---------

Publication

Publication title *

Publication abstract * Typed Words: (maximum: 250)

Author/s of publication *

Published date * (dd/mm/yyyy)

Upload publication * (.pdf) Choose File No file chosen

Link to publication *

Close

Save

Save and Continue

When you have filled in all the details you can click on the **Save and Continue** button to move on to the next step.





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.

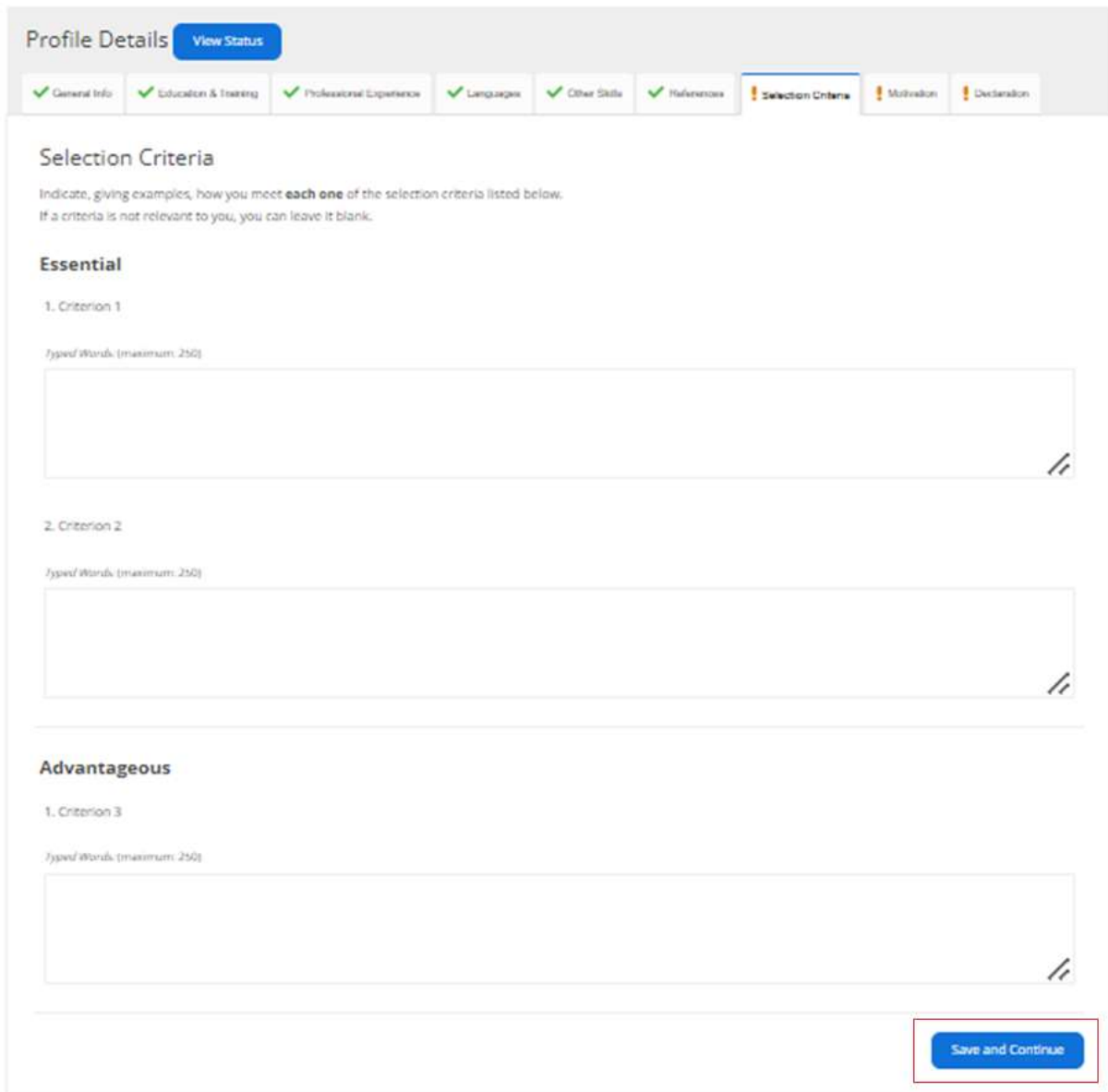


Figure 24. Selection criteria completed

The **Selection criteria** tab now has a **green checkmark** which means that the details have been filled in correctly.





Application – Motivation

This field is mandatory.

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.

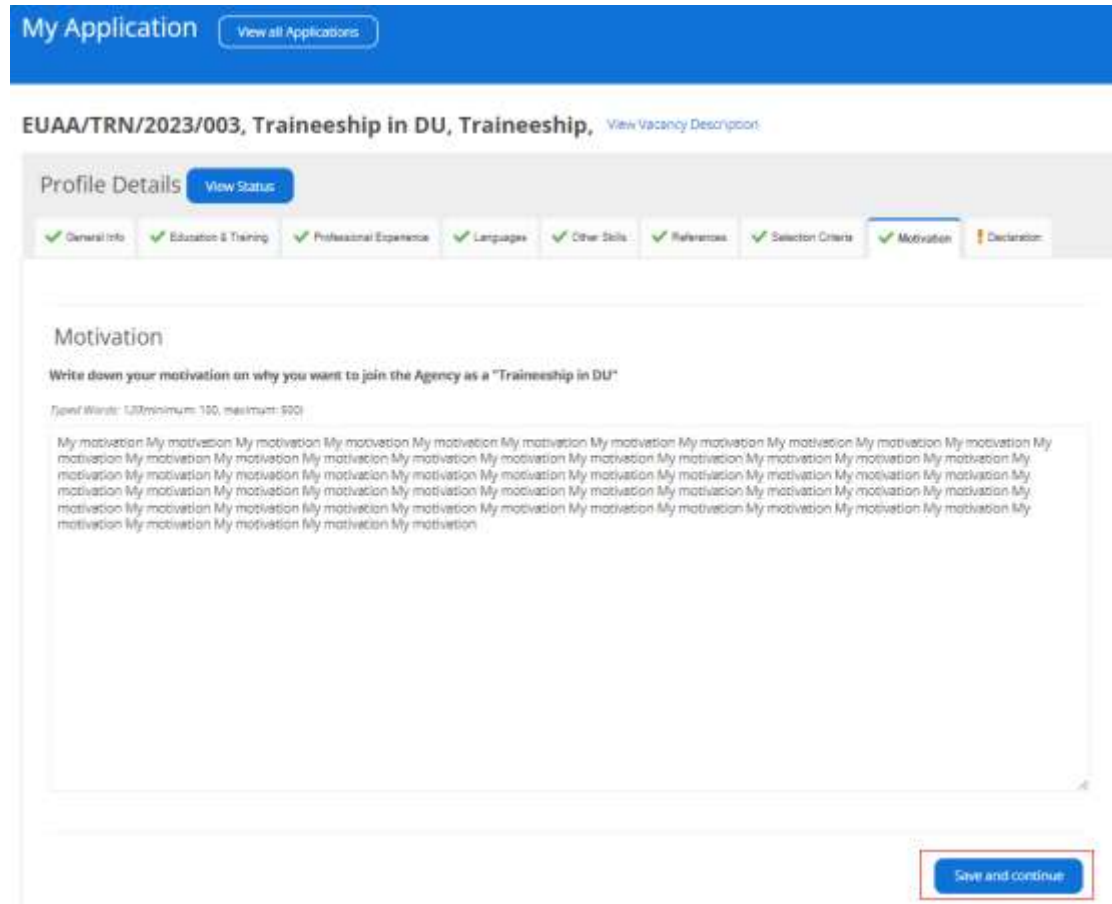


Figure 25. Motivation tab

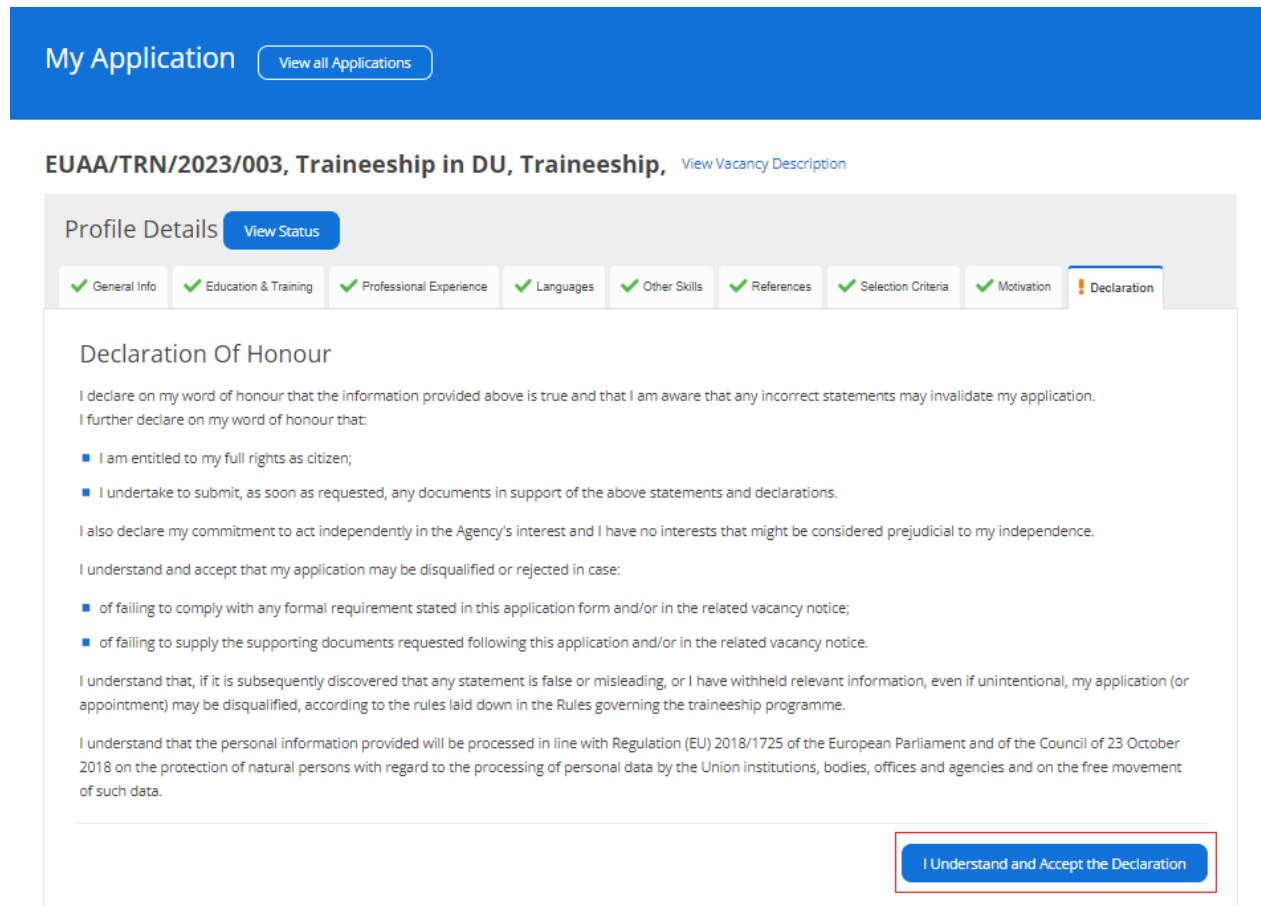
The **Motivation** tab now has a *green checkmark* which means that the details have been filled in correctly.





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.



My Application [View all Applications](#)

EUAA/TRN/2023/003, Traineeship in DU, Traineeship, [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 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 Rules governing the traineeship programme.

I understand that the personal information provided will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

[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.



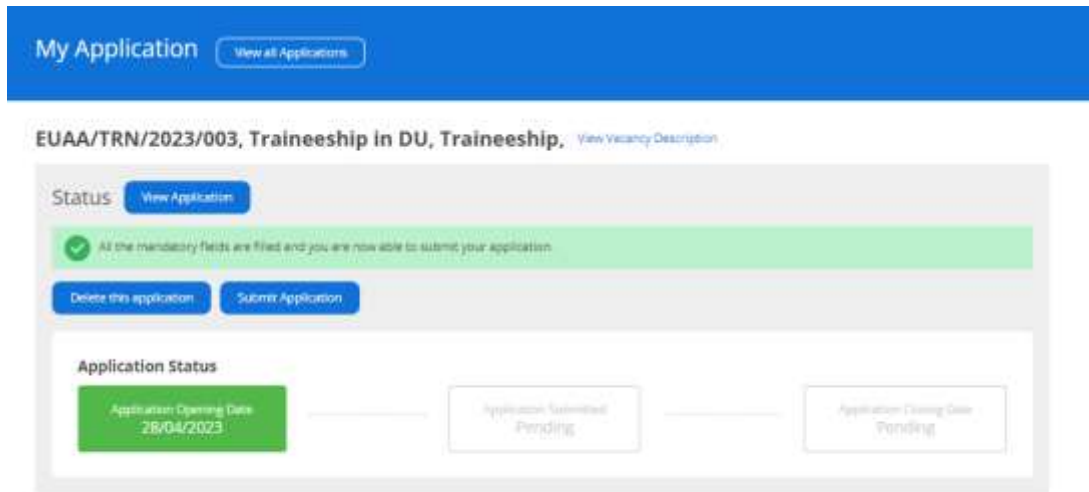


Figure 27. Application status

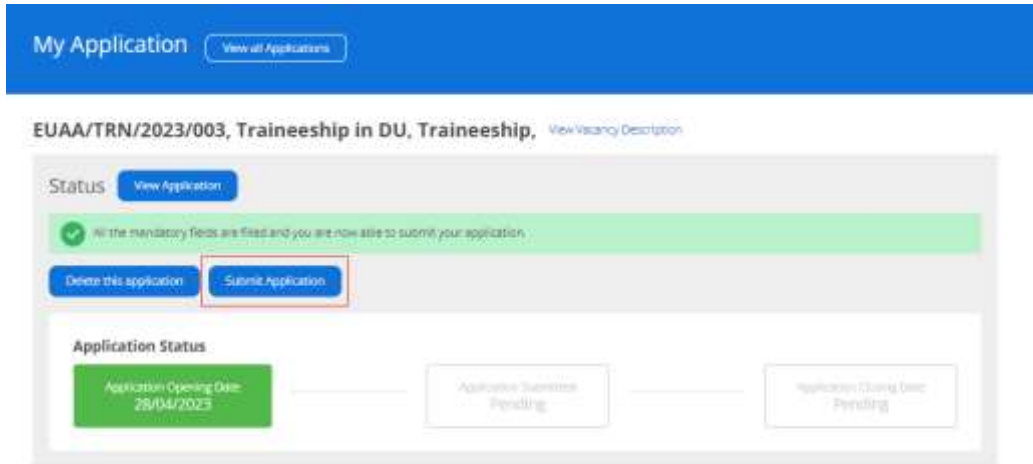
From the Application Status page, you can View the Application, Delete the Application or Submit the Application. This page also displays the closing date and time of the application.



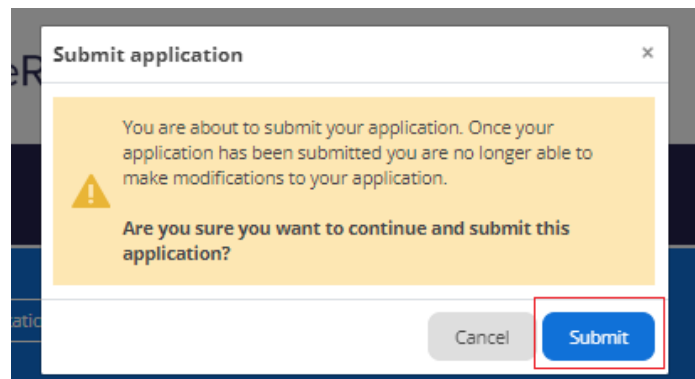


Submit Application

From the **Status** page, click on the **Submit Application** button.

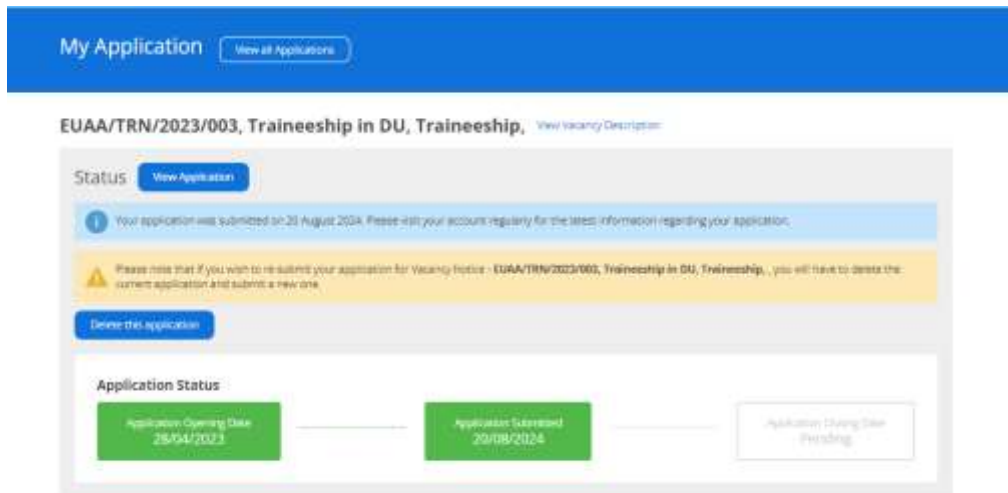


You will be presented with a confirmation dialog stating that no additional modifications can be made following the submission of application. Click on the Submit button once you are certain you would like to submit your application.



The Application Status page will update with your application status.





My Application [View all Applications](#)

EUAA/TRN/2023/003, Traineeship in DU, Traineeship [View Vacancy Description](#)

Status [View Application](#)

i Your application was submitted on 20 August 2024. 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 - EUAA/TRN/2023/003, Traineeship in DU, Traineeship, you will have to delete the current application and submit a new one.

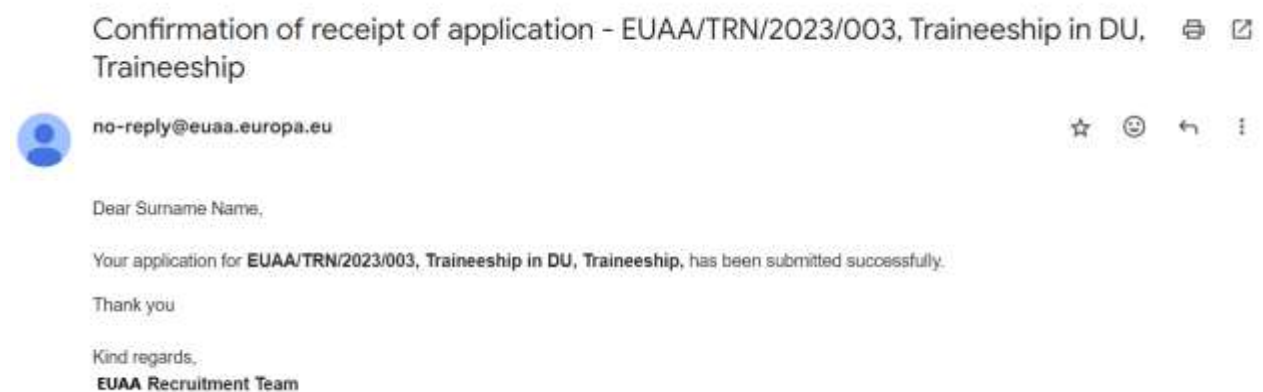
[Delete this application](#)

Application Status

Application Opening Date 28/04/2023 — Application Submitted 20/08/2024 — 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 - EUAA/TRN/2023/003, Traineeship in DU, Traineeship

no-reply@euaa.europa.eu

Dear Surname Name,

Your application for **EUAA/TRN/2023/003, Traineeship in DU, Traineeship**, has been submitted successfully.

Thank you

Kind regards,
EUAA Recruitment Team





Delete account

If you wish to delete your account, please send your request to traineeship@euaa.europa.eu.

Frequently asked questions

For further questions and queries please consult the **Frequently Asked Questions**.

