



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY
 Directorate HR.B – Talent Management & Diversity
Unit B4 - Career Management & Mobility

NATIONAL EXPERTS IN PROFESSIONAL TRAINING PROGRAMME

APPLICATION FORM

1. Applicant's personal data

Surname: _____ Forename: _____
 Maiden name: _____ Date of birth: (DD/MM/YYYY) _____
 Present nationality: _____ City of birth: _____
 Gender: ☐ Male ☐ Female Language for correspondence: ☐ EN ☐ FR
 Personal email: _____
 Professional email: _____
 Telephone number: _____ Mobile phone: _____

2. Administration of origin (*Your current employer, who shall continue to remunerate you during the period of professional training*)

Name of your Administration: (*i.e. Ministry, Agency, etc...*): _____
 Country: _____
 Address: _____
 Phone number: _____

3. Requested start date and duration of the professional training (with the agreement of the employer)

Start date: ☐ 1st of October *or* ☐ 16th October (*select only one, not possible for other dates*)

Duration: ☐ 3 months ☐ 4 months ☐ 5 months (*select only one*)

- Once the NEPT training has started, it won't be possible any more to extend it.
- The candidates from non-EU countries should apply for a 3-months-duration, unless their country has signed a bilateral agreement with the Commission, such as EFTA countries or Turkey.

4. Preferences of Directorate-General (DG) or Cabinet

- Please indicate, **in order of preference**, maximum **three** Directorates-General or Cabinets that interest you most, and give a detailed motivation. (You can consult the list of DGs on http://ec.europa.eu/info/departments_en.htm).
- Please note that **candidates from non-EU countries** should **not** apply for the Enlargement DG (ELARG), the Justice DG (JUST) or the Home Affairs DG (HOME), unless their country has signed a bilateral agreement with the Commission, as is the case for EFTA countries and Turkey.

1st choice: Directorate-General or Cabinet: _____

Personal motivation : _____

2nd choice: Directorate-General or Cabinet: _____

Personal motivation : _____

3rd choice: Directorate-General or Cabinet: _____

Personal motivation : _____

Important information on the selection procedure

- Your preferences, as indicated in this application form, will influence the selection and definitive choice of the DGs. These preferences can't be modified once your application has been submitted.
- There is no guarantee of being appointed to one of the abovementioned DGs.
- Only outcomes communicated by the NEPT sector of DG HR.B.4 (e-mail address: HR-ENFP@ec.europa.eu) and after the finalisation of the selection period can be taken into account. During the selection procedure, you are supposed to not be contacted by any of the Commission departments and no confirmation can be given by nobody.
- If the candidate or his employer does not agree with the final assignment communicated by the NEPT sector, the candidate has to withdraw his/her application for the current exercise. He can apply for a following exercise.
- Applicants selected for the European External Action Service (EEAS) has to send as soon as possible a testimonial of their Security Clearance (level: SECRET) issued by their National Security Authority to their Permanent Representation/Mission, which will forward it to the EEAS (EEAS-TRAINEES-HQ@eeas.europa.eu, cc. marta.madej@eeas.europa.eu).

5. Additional personal information

Do you have a physical disability that may require special arrangements to be made if you are chosen? ☐ Yes ☐ No

If YES, please give details and indicate the special arrangements you believe would be necessary:

6. Emergency contact address

Surname: _____ Forename: _____

Phone number: _____ Mobile phone: _____

Email address: _____

Street/N°: _____

Postcode/Zip: _____ Town: _____ Country: _____

7. Enclosure: detailed Curriculum Vitae in EUROPASS format

For help: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

8. Declaration on the honour

I, the undersigned,

- **declare** that I have never benefited from any kind of contract, employment or traineeship within a European Institution or Body;
- **declare** that throughout the period of my professional training I remain subject to the social security legislation applicable to the civil service of my employer which will assume responsibility for expenses incurred abroad and that I am insured against the risk of accidents, death and invalidity;
- **affirm** that I am acquainted with the "Rules applicable to National experts on secondment to the Commission", Commission Decision C(2008)6866 of 12/11/2008, which are applicable to me during the period of my professional training at the Commission and can be found on http://ec.europa.eu/civil_service/docs/regime_end_en.pdf. I am aware that according to art. 37.2 of that Decision NEPT shall be regarded as cost-free Seconded National Experts who shall continue to be paid by their employer without any financial compensation being paid by the Commission.
- **affirm** that I am acquainted with the provisions of Articles 6 and 7 of the Decision C(2008)6866 on tasks, rights and obligations, which by analogy (see Article 37) also apply to NEPT;
- **undertake** to refrain from any unauthorised disclosure of information received in the line of duty, even to my employer, unless that information has already been made public or is accessible to the public;
- **declare** that there is no risk of a conflict of interest between the functions I perform for my employer or the professional activities of my close family and the tasks entrusted to me as a NEPT;
- **undertake** to inform my hierarchical superiors immediately of any change in this respect during my professional training;
- **undertake** to have a duty of loyalty to the European Union and be bound by the obligation to act with integrity and discretion after my professional training in the exercise of new duties assigned to me and in accepting certain posts or advantages;
- **certify** that the statements made by me in answer to the above questions and in the Curriculum Vitae (in enclosure) are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for my exclusion from the NEPT Programme, or cancellation of my training if my application has been accepted.

Date: _____

Signature: _____

The management of your professional training and its termination requires the Commission to process your personal data in accordance with the SNE Decision C(2008)6866 as well as the Regulation (EC) No 45/2001.
Data is kept by the competent services for 5 years after the professional training (6 months after submission of applications for non-selected candidates).

Data subjects may exercise their right of access to data concerning them and the right to rectify such data by applying to the controller, in accordance with Article 13 of the Regulation on the processing of personal data. The candidate may send complaints to the European Data Protection Supervisor edps@edps.europa.eu.
To the attention of candidates from third countries: your personal data can be used for necessary checks. More information is available on http://ec.europa.eu/info/departments/human-resources-and-security_en.