



Directorate B
Personnel, Administration and Budget Unit

Application for traineeship

I wish to apply for the period starting¹:

Year: _____ 1 January 1 September

1. Surname: _____ First name: _____

2. Nationality: _____ Date of birth: _____

3. Address Street: _____ Nr: _____

Postcode: _____ Town: _____ Country: _____

4. Tel.: _____ Fax: _____

E-mail: _____

Telephone number to call in case of emergency: _____

5. Education

Name and location of University	Years of study		Diplomas obtained	Main subjects
	from	to		

¹ Please tick one box only



6. Professional background (including traineeships)

Name of employer	Period of employment		Type of work
	from	to	

7. Knowledge of languages²

Languages	Mother tongue	Reading level			Written level			Spoken level		
		Fluent	Very good	Good	Fluent	Very good	Good	Fluent	Very good	Good

8. Have you published any material on EU topics or are you preparing any publications? yes no

If yes, please list

² Tick appropriate column(s)



9. Explain in a few words why you are applying for a traineeship

10. Any hobbies³?

11. Do you wish to apply for a scholarship⁴? yes no

I, the undersigned, declare that the information provided above is true and complete. I understand that any false statement / omission or any missing document may lead to the cancellation of my application and that an unsigned application cannot be taken into consideration.

Done at _____ , on ____/____/_____

Signature:

³ The reply to this question is optional

⁴ If no other financial means during the period of traineeship if you are selected



Guidelines

to submit a complete and admissible application

Read the traineeship rules first!

Be concise in the application form and do not refer to extra documents.

In addition to the present form, your application must include all the following documents:

- a copy of your **curriculum vitae**;
- a **cover letter** (preferably typed) explaining in English the reasons for applying for the traineeship;
- **copies of diplomas, degrees, or certificates** - never send original documents - translations are **not** needed;
- **copy of your ID card or passport**;
- a **financial declaration**. It can be a hand-written note, signed by you, declaring on your honour, that you will not receive any external financial support during the period of traineeship. Alternatively, if applicable, it should specify the amount of the external financial support you would receive, the duration as well as supporting documents for it;
- the acknowledgement of receipt filled-in by yourself with your name and personal address.

The personal data provided in the framework of the selection procedure is handled in accordance with the provisions on the protection of personal data contained in the Ombudsman's decision on traineeships. Make sure to read the enclosed privacy statement.

Your application should be sent to:

European Ombudsman
Traineeship application
1 avenue du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
FRANCE

You are reminded that your complete file should be sent:

- by no later than 30 April (for the traineeship beginning on 1 September);
- by no later than 31 August of the preceding year (for the traineeship beginning on 1 January).



European Ombudsman

Directorate B

Personnel, Administration and Budget Unit

Fill-in with your name and address - document to be used by the Ombudsman's administration

Strasbourg,

Acknowledgement of receipt for your traineeship application

Ref. no.⁵:

Dear Sir/Madam,

Thank you for applying for the traineeship organised by the European Ombudsman.

You will receive a letter from the European Ombudsman to inform you about the outcome of your application by the end of November if you have applied for the training starting on 1 January or by the end of July if you have applied for the training starting on 1 September.

Yours sincerely,

The traineeship office

⁵ To be completed by the administration



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Information on traineeships

Training period and location

The traineeship has a minimum duration of four months. It can be extended for a period left to the Ombudsman's discretion normally up to a maximum of 12 months. The traineeships start on 1 September and on 1 January each year. The working place is left to the Ombudsman's appreciation, usually on the basis of the linguistic needs, availability of office space, and the possibilities to offer adequate supervision.

Selection criteria

The Ombudsman usually recruits candidates who hold a Law degree and who are qualified in European Law. Given that the Office is relatively small and works in all the Treaty languages of the EU, the knowledge of various languages is an important asset.

Timing of the procedure

	January training period	September training period
Postmark deadline	31 August (of preceding year)	30 April
Acknowledgement of application	Within a month	Within a month

A decision on the application will be taken and sent to applicants by the end of **November** for the January training or by the end of **July** for the September training. Applicants who have not been selected may always re-apply for a subsequent training period. It is, however, necessary to submit a new application.

Job description

The trainee normally undertakes the investigation of complaints, or the carrying out of research relevant to the work of the Ombudsman, or both. In cases of complaints outside the mandate of the Ombudsman, the trainee may be asked to advise the citizens of the most appropriate national or community body which could help them. Some translation work is required from time to time. The trainee works under the supervision of a Legal Officer.

Scholarship

Trainees who are not in receipt of a salary or other form of financial support receive a scholarship for the time of the training. The value of a scholarship is 25% of the basic salary of staff on grade AD 6 step 1 (i.e. around 1200 € in Brussels or 1400 € in Strasbourg), plus the household allowance, where appropriate. This amount is adapted each year. Travel expenses (within certain limits) are also reimbursed (for more details on travel expenses, see the Decision of the European Ombudsman concerning traineeships).

Sickness and leave

Trainees are automatically insured against sickness and accident by an insurance policy taken out for that purpose by the European Ombudsman with a private insurance company. The Ombudsman pays the full costs of insurance. At the request of the trainee, his or her spouse and children may also be insured against the risk of sickness and accident. In such cases, the trainee shall pay the insurance premiums in full.

The trainee is entitled to two days of leave for every month of work.

Accommodation

The trainee needs to find his/her own accommodation. Basic information to do so will be provided by the European Ombudsman's administration in a guide made available before the traineeship.

**Address of the Office**

European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
F - 67001 Strasbourg Cedex
Tel.: +33 388 17 23 13
Fax: +33 388 17 90 62
E-mail: eotraineeship@ombudsman.europa.eu

Visit our Website for information about the Ombudsman: <http://www.ombudsman.europa.eu>

Contact person: Ms Isgouhi Krikorian

Privacy statement

To be read carefully before filling and sending out the application.

1. The processing of personal data by the European Ombudsman is governed by Regulation (EC) No. 45/2001.
2. Data collected in the framework of the selection procedure of trainees is collected solely for that purpose. The data is processed by the Administration and Personnel Unit of the Administration and Finance Department.
3. Data collected in the framework of the selection procedure of trainees is made available to officials of the European Ombudsman in charge of the selection. For candidates actually selected for a traineeship, a limited category of personal data, such as the first and last name, as well as the date of birth and the duration of the traineeship, are transferred to the European Parliament which is in particular in charge of granting access to the Ombudsman's premises as well as to the company insuring the trainees against risks of sickness and accidents. The data collected during the selection may be audited by the European-Ombudsman's internal auditor as well as the Court of Auditors.
4. The provision of information requested in the application form and the supporting documents is obligatory. Incomplete applications will be excluded from the selection.
5. Each candidate may ask to be granted access to his personal file and may update or correct the data submitted in his application.
6. Further information:
 - 6.1. The processing of data relating to traineeship applications derives from the traineeship scheme put in place by the European Ombudsman (decision of 20 November 2006).
 - 6.2. The time-limits for the storage of data are the following :
 - personal data concerning unsuccessful applicants shall be destroyed six months after the beginning of the traineeship period for which it was collected. Applications handed in for a given traineeship period shall not be taken into consideration for future selections of trainees or for recruitment purposes;
 - applications concerning successful applicants shall be kept by the Ombudsman's office for a duration of five years;
 - limited personal data concerning successful applicants shall be kept for 50 years after the termination of the traineeship. This includes :
 - the name;
 - the date of birth;
 - the period of traineeship;
 - the family situation;
 - certificates established for the trainees by the European Ombudsman;
 - certificates signed by the trainee and addressed to the Ombudsman.
 - anonymised data will be kept for statistical purposes.
 - 6.3. Candidates are entitled to have recourse at any time to the European Data Protection Supervisor.