

**TRAINEE****APPLICATION FORM**

(to be filled in by typewriter or in block letters)

RECENT
PASSPORT
PHOTOGRAPH
(no pins or staples)

COPIES OF UNIVERSITY DIPLOMAS/CERTIFICATES MUST BE ATTACHED

1. Surname: _____ First name(s): _____ Maiden name, if applicable: _____

2. Place of birth: _____ Date of birth: _____ Nationality at birth: _____ Present nationality: _____

3. Higher education received (please give exact dates):

Name and location of University:	from (m/y)	to (m/y)	Degrees/diplomas obtained	Main subjects

4. Mother tongue: _____ Other languages (indicate level of knowledge: very good, good, fair): _____

5. Previous employment and in-service training periods including in EU institutions:

Employer's name:	from (m/y)	to (m/y)	Nature of work:	Net monthly salary:

6. Have you followed courses, made or published studies on European problems during your studies ? If so, give full details:

7. Which field(s) of the Committee or its administration particularly interests you and why? (cf. list units/departments below)

8. Addresses:

<u>Permanent</u>	<u>Temporary</u> (until start of training period)
Street _____ n° _____	Street _____ n° _____
Post Code _____	Post code _____
Town _____	Town _____
Country _____	Country _____
Tel: _____	Tel: _____
E-mail or fax: _____	E-mail or fax: _____

9. Sex: M [] F [] 10. Marital status: _____

11. Do you have dependants yes [] no []

12. Computer skills:

Word processing: _____

Other: _____

13. References: Please give the names and addresses of two persons to whom you are not related and who are able to give a character reference and who know your qualifications (they will only be contacted in case you are selected for an internship. It is not necessary to send reference letters):

Full name	Full address (telephone number if known)	Activity or profession

14. Training period preferred (**please choose one training period only**): 5-month traineeship with grant:

a. starting 16.02.20... (spring period) [] **OR**

b. starting 16.09.20... (autumn period) []

I, the undersigned, declare that:

- I have read the rules relating to traineeships and study periods at the Committee of the Regions;
- the information provided above is true and complete;
- I realise that any false statement or omission, even if unintentional on my part, may lead to the rejection or cancellation of my application or the annulment of my traineeship.

Date: _____

Signature: _____

Committee of the Regions units/departments:

Presidency		President's Private Office
Political groups secretariats		European People's Party (EPP)
		Party of the European Socialists (PES)
		European Liberal, Democratic and Reform Party (ELDR)
		European Alliance (EA)
Directorate for Administration		Budget/Finance
		Personnel
Directorate for Advisory Work		COTER – Commission for Territorial Cohesion Policy
		ECOS – Commission for Economic and Social Policy
		DEVE – Commission for Sustainable Development
		EDUC – Commission for Education and Culture
		CONST – Commission for Constitutional Affairs and European Governance
		RELEX – Commission for External Relations
		Legislative Planning/Interinstitutional and External Relations/Studies
Division Registry/Press		Registry/Protocol/Assistance to national delegations
		Press/Communication Unit
Legal service		

NOTE

Please return the application form by post. The following documents **must** be attached:

- photocopy of your identity card or passport;
- photocopies of your degree certificate(s), diplomas, etc. (it is not necessary to send authenticated copies of degrees).

Please also note that:

- you should not change the format of the application. You should keep most important information on the first page;
- in case you are over thirty at the beginning of the training period, you should submit with the application a written request explaining the reasons for exemption, which will then be examined by the Secretary General;
- you should not send copies of theses, dissertations etc.

Any application which is incomplete or received after the closing date will be discarded.

APPENDIX: *extract from the Rules governing in-service training with the Committee of the Regions of the European Union*

**EXTRACT FROM THE RULES GOVERNING IN-SERVICE TRAINING WITH THE COMMITTEE OF THE
REGIONS OF THE EUROPEAN UNION**

The Committee of the Regions organises two five-month periods of in-service training every year for applicants from universities and from the public or private sector. These training periods start on 16 February and 16 September.

Applications must be sent, at the latest, by:

- 31 March for the traineeship starting on 16 September, or
- 30 September for the traineeship starting on 16 February

to the following address:

***Committee of the Regions
Bureau des stages
Rue Montoyer, 92-102
B - 1000 Brussels***

Any incomplete application, or form marked simply "see attached sheet", will be rejected. The instructions given on the application form must be followed. Additional information may be attached, but the form itself must be complete. All applications must be accompanied by proof of university studies and a photocopy of the applicant's identity card or passport.

AIMS AND ORGANISATION OF IN-SERVICE TRAINING

The purpose of in-service training with the Committee of the Regions is:

- to give trainees a general idea of the objectives and problems of European integration;
- to provide them with practical knowledge of the working of Committee of the Regions' departments;
- to enable them to acquire personal experience via the contacts made in the course of their everyday work;
- to enable them to develop and put into practice the knowledge they have acquired during their studies or professional careers.

Part of the training period may be devoted to preparing a postgraduate thesis or an academic paper, provided that this does not interfere with the training programme.

Admission to in-service training does not confer on trainees the status of officials or other servants of the Communities. It in no way entitles them to be appointed to the Committee of the Regions' staff.

ADMISSION AND SELECTION OF UNIVERSITY STUDENTS AND PUBLIC OR PRIVATE SECTOR EMPLOYEES

Trainees are normally selected from among nationals of the Member States of the European Union. However, a limited number of nationals of non-member countries may be accepted.

The following may apply:

- a) university graduates or holders of equivalent diplomas, awarded after at least three years' study; students who have successfully completed at least four years (eight semesters) of university study;

b) public or private sector employees, provided they have a university degree or equivalent diploma, or have been engaged for at least three years in planning or advisory duties.

Trainees must be under thirty at the beginning of the training period.

Applicants must have a thorough knowledge of one Community language and a satisfactory knowledge of one other.

Applicants from non-member countries require a good knowledge of only one Community language.

Applicants are selected on the basis of qualifications; an appropriate geographical spread will be maintained.

Priority is given to applicants on the basis of the results obtained during their studies. Preference will be given to applicants:

- who have completed or started a paper or a thesis on European integration and/or regional affairs;
- who hold posts in the regional sector or in the public or private service which require a thorough knowledge of Community activities.

The Director for Administration makes the final selection of applicants on the basis of the proposals submitted by the Committee of the Regions' departments concerned, represented on a selection committee.

TRAINING MONTHLY GRANTS

The number of grants depends on the funds available. No additional formalities need to be completed to apply for a grant.

The grant awarded to trainees is currently fixed at € 1.000 per month of the in-service training. An additional monthly allowance of € 100 is awarded to a married trainee whose spouse is not gainfully employed.
