APPLICATION FORM
PERMANENT AND TEMPORARY POSTS

IMPORTANT INFORMATION

Please note that:

- The application form must be completed in English and in electronic format;
- The reference number and the title of the post must be quoted at the top of the application form and in all correspondence relating to your candidacy;
- Only applications submitted electronically via Recruitment@satcen.europa.eu will be accepted, the reference as quoted in the vacancy notice must be included in the e-mail subject line.
- An automatic reply will be sent to all applications received in acknowledgement of receipt of your application.
- Only candidates shortlisted will be further contacted for interview and written test.
- We are unable to accept or process spontaneous applications, such applications will be automatically deleted.
- The Selection Committee’s work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Board or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the selection procedure should be addressed to the following email address: Recruitment@satcen.europa.eu

N.B.: Candidates who do not provide all documents required as specified in the vacancy notice, as well as all necessary information, apply after the specified deadline or do not comply with any of the above, will not be considered.
EU SatCen Application Form

EUROPEAN UNION SATELLITE CENTRE
Avda. De Cadiz, Edif 457, Base de Torrejón, 28850 Torrejón de Ardoz (Madrid) Spain
Tel. Nº: +34 91 678 60 00

Job Reference
Vacancy Notice
Reference:
Job Title:

Have you any relatives or acquaintances working at SatCen? Yes ☐ No ☐
If yes, Please specify name and relationship?
Have you previously submitted an application for employment with SatCen? Yes ☐ No ☐
If yes, Please specify date and post?

Personal Information

First Name:
Last Name:
Date of Birth:
Nationality:
Other Nationality: Yes ☐ No ☐ Which:
Do you possess a driving licence? Yes ☐ No ☐

Security Clearance

Do you have a security clearance? Yes ☐ No ☐
If yes, please indicate the type, level and validity date of the security clearance / / / 
If known, please indicate the issuing organisation

Contact Details

Address for Correspondence
Street: Nº:
Postcode: Town:
Province: Country:
Telephone Nº:
Mobile Phone:
E-mail:

Home Address (if Different)
Street: Nº:
Postcode: Town:
Province: Country:
Telephone Nº:
Mobile Phone:
E-mail:

1 Driving Licence – The lack of a driving licence will not be considered an eliminatory factor for non-selection. However due to the location of the Centre (Military Airbase) it may be a deciding factor if 2 or more candidates are under consideration for the same post.
Languages

Mother tongue:

<table>
<thead>
<tr>
<th>Other languages:</th>
<th>Writing</th>
<th>Reading</th>
<th>Speaking</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Fluent</td>
<td>Good</td>
<td>Fair</td>
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<tr>
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<td>Fluent</td>
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<tr>
<td></td>
<td>Fluent</td>
<td>Good</td>
<td>Fair</td>
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</tbody>
</table>

Education and Training

Secondary Education

<table>
<thead>
<tr>
<th>Name, Town and Country of establishment</th>
<th>Period of Study</th>
<th>Certificate or Diploma obtained*</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>From (month and year)</td>
<td>to (month and year)</td>
</tr>
<tr>
<td></td>
<td>Certificate or Diploma obtained*</td>
<td></td>
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<tr>
<td>State Main subjects.</td>
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</table>

Higher Education

<table>
<thead>
<tr>
<th>Name, Town and Country of establishment</th>
<th>Period of Study</th>
<th>Certificate or Diploma obtained²</th>
<th>State Main subjects.</th>
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<tbody>
<tr>
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<td>From (month and year)</td>
<td>to (month and year)</td>
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<tr>
<td></td>
<td>Certificate or Diploma obtained²</td>
<td>State Main subjects.</td>
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General, Specialist, further training or other courses

<table>
<thead>
<tr>
<th>Name, Town and Country of establishment</th>
<th>Period of Study</th>
<th>Certificate or Diploma obtained*</th>
<th>State Main subjects.</th>
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<tr>
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<td>From (month and year)</td>
<td>to (month and year)</td>
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<td></td>
<td>Certificate or Diploma obtained*</td>
<td>State Main subjects.</td>
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² Please do not translate the title of your certificate or diploma.
Please provide a list of theses, patents, publications and other significant work you have done.

Knowledge of software

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<thead>
<tr>
<th>List software packages with which you are familiar</th>
<th>Define your level of expertise</th>
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<tr>
<td>Word processing</td>
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<tr>
<td>Spread Sheets</td>
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<tr>
<td>Databases</td>
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<tr>
<td>Other (please specify)</td>
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<tr>
<td>Other (please specify)</td>
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Professional experience

Your calculation of relevant years of experience in line with the vacancy notice

Present or most recent post

From (month and year):  To (month and year):  Previous post

From (month and year):  To (month and year):

Exact designation of post:  Exact designation of post:

Name and address of employer:  Name and address of employer:

Nature of Work:  Nature of Work:

Reason for Leaving (Optional):  Reason for Leaving (Optional):

Period of notice required to leave your present post:

* For any further experience that you believe will be helpful in evaluating your application, please use an additional sheet of paper.
### Present or most recent post
- **From (month and year):**
- **To (month and year):**
- **Exact designation of post:**
- **Name and address of employer:**
- **Nature of Work:**
- **Reason for Leaving (Optional):**

### Previous post
- **From (month and year):**
- **To (month and year):**
- **Exact designation of post:**
- **Name and address of employer:**
- **Nature of Work:**
- **Reason for Leaving (Optional):**
References

Please give the names and addresses of three persons not related to you, who know you professionally and personally.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Contact Telephone or Email address</th>
<th>Occupation or Profession</th>
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If you have any comments or data to add, Please use this field:

Declaration

1. I declare that the information provided above is true and complete
2. I further declare that:
   a. I am a national of one of the E.U Member States and enjoy my full rights as a citizen;
   b. I have fulfilled any obligations imposed on me by the laws concerning military service;
3. If invited to interview I undertake to produce on request supporting documents in respect of a) and b) above, all other supporting documentation with regard to education achievements and work experience referred to in my application and accept that failure to do so may invalidate my application.

Date and signature

/ /