

## Annex to the vacancy notice

### HOW TO SUBMIT YOUR APPLICATION

- Candidates need to submit their application online using the CBE online application tool at <https://aa293.referrals.selectminds.com/cbe>
- The online tool is the only way of submitting job applications. It allows candidates to enter their application until the deadline in order to make changes.
- Applications sent via email or post are not accepted. The evaluation of a candidature will be based solely on the online application.
- In order to submit their application, candidates will have to create a CBE account and fill in an application form. The application form will contain specific questions related to the position; these questions are fundamental and are meant to verify and assess the eligibility and the suitability of the candidate to the job.
- The application form is only available in English. Candidates are kindly invited to fill in their application form in English, in order to facilitate the recruitment procedure.
- Candidates are requested to ensure that they provide the correct email address in their application form as this will be the main channel of communication for correspondence relating to the selection procedure. CBE staff members should use their private email addresses to apply.

**It is the responsibility of the candidate to complete the online application before the submission deadline stated in the vacancy notice. Candidates are strongly advised not to wait until the last few days before the deadline as heavy Internet traffic or Internet connection issues could lead to an impossibility for them to submit their applications on time.**

- The personal information CBE requests from candidates will be processed in line with Regulation (EU) 2018/1725 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. The purpose of processing personal data submitted by candidates is to manage applications in view of possible pre-selection and recruitment at CBE. More information can be found in the Data Protection Notice [on the CBE website](#).
- Candidates with a disability or a condition which might require special arrangements for taking the tests are kindly invited to fill in the relevant information in the online application form.
- All candidates will be informed of the outcome of the selection procedure.
- Questions regarding selection procedures can be sent to: [recruitment@cbe.europa.eu](mailto:recruitment@cbe.europa.eu). Please remember to quote the reference of the vacancy(ies) for which you have applied in all correspondence.
- In case candidates encounter technical issues while filling-in the application form or their candidate profile or during the selection procedure, they should contact the CBE recruitment team at [recruitment@cbe.europa.eu](mailto:recruitment@cbe.europa.eu).

## **INDEPENDENCE AND DECLARATION OF INTERESTS**

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

## **REQUESTS, COMPLAINTS AND APPEALS**

### *Review procedure*

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via email to: [recruitment@cbe.europa.eu](mailto:recruitment@cbe.europa.eu). The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Board.

The Selection Board will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

### *Appeal procedure*

If the candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (CEOS), at the following address:

Executive Director  
CBE Joint Undertaking  
White Atrium Building  
TO 56  
1049 Brussels  
Belgium

The complaint must be lodged within 3 months counting from the notification of the decision the candidate wishes to contest.

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the functioning of the European Union and Article 91 of the Staff Regulations and the CEOS before:

The European Union Civil Service Tribunal

Postal address:

L-2925 Luxemburg

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection

Boards is not subject to review by the Court unless rules which govern the proceedings of the Selection Board have been infringed. It is also possible to complain to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman – BP 403  
F-67001 Strasbourg Cedex

Complaints made to the Ombudsman have no suspensive effect on the period laid down in the Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty.

#### *PROTECTION OF PERSONAL DATA*

The personal information the CBE JU requests from candidates will be processed pursuant to 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. Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the CBE JU. In case of any query concerning the processing of personal data, a request shall be addressed to the CBE JU Data Protection Officer (DPO@cbe.europa.eu).