**DOCUMENTS TO BE PROVIDED FOR A CONTRACT OFFER**

[**www.guengl.eu/vacancies**](http://www.guengl.eu/vacancies)

Below is the list of documents needed, starting with **0**!

*The originals of these documents may undergo an authenticity check during the course of your contract.*

Send them by email or by hand, always, to Crissy.Iliadis@ep.europa.eu.

**Number each document clearly: 1.1, 1.2; 4.1, 4.2 etc. as below - otherwise it may cause a delay.**

**0.** CV, with duration of studies and professional experience clearly shown and countable, and

**00**. *Declaration of Absence of Conflict of Interest* (Form 0-1) or (Form 0-2).

**1. First group of documents - “Eligibility”:**

1. A valid passport or identity card or, failing that, a certificate of nationality;

2. An official document attesting that you have complied with any military service obligations if you are a national of one of the following Member States: Austria, Cyprus, Denmark, Estonia, Finland, Greece or Lithuania or of any country outside the European Union, even if you have dual nationality;

3. A copy of a police record certificate issued within the past 6 months in the country in which you have been resident for the majority of the past 12 months (NOT needed if you are currently a temporary Agent); and

4. Certificate(s) of residence from the country(ies) in which you have been resident for the last 12 months.

(Ireland and UK: extract from electoral register and/or bank statements or utility bills).

**2. Second group of documents - “Diplomas”:**

Academic certificates (by order of award date - secondary education and post-secondary education diplomas followed by university diplomas) and transcript.

**3. Third group of documents - “Professional experience”:**

Contracts and certificates from your previous employers in chronological order (self employed MUST provide tax certificates) containing the following information **(Any document not fulfilling the conditions below, will not be included in the professional experience used for the calculation of the grade):**

a) the dates on which your employment began and ended (the last pay slips for each period of employment must be provided, **or** some other proof that you worked until the final date);

b) the number of hours worked per week or per month or the working times; and

c) the type of post occupied and/or a brief description of the duties involved.

**4. Fourth group of documents - “Relevant professional experience”:**

1. Certificates attesting completion of a traineeship of at least 5 months full-time - paid or unpaid (except for traineeships carried out in the framework of your studies);

2. Contracts/conventions attesting voluntary work of at least 5 months full-time;

3. Document supporting the implementation of a voluntary or compulsory military or civil service indicating the start and end date of the service, for possible inclusion as professional experience; and

4. Vocational training courses (diploma or certificate) of at least 700 hours of study per year.

**5. Fifth group of documents - “Declarations”:**

1. *Declaration of confidentiality* (Form 5.1);

2. *Main language declaration* (Form 5.2); and

3. *Consent to disclose information to the European Parliament* (Form 5.3).

**6. Sixth group of documents -** (Not necessary for contract but necessary for payment of allowances)

1. Birth Certificate;
2. Copy of your marriage certificate or official document certifying the status of non-marital partner;
3. Copy of the judgement pronouncing your legal separation or official copy of your divorce judgement;
4. Copy of your child(ren)’s birth certificate(s);
5. Certificate establishing that your child(ren) is/are of school age;
6. Document establishing that your child(ren) is/are your dependant(s);
7. Document providing evidence of any dependent child allowances received from another source;
8. Recent payslip or tax declaration of your spouse; and
9. Documents needed to establish your place of recruitment and place of origin as described in

point 2 ‘Allowances’ in the Annex 1 sent to you by DG PERS Recruitment.