

Recruitment

General EASA

How many people work at the Agency?

Answer

The Agency currently deploys around 800 professionals from across Europe in different types of contractual relationships.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19240>

What is the working language of EASA?

Answer

The working language in EASA is English. Candidates applying to posts at EASA should have a very good command of the English language, as well as a satisfactory knowledge of another official language of the EU to the extent necessary for the performance of the duties.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110282>

Where is EASA located?

Answer

EASA's headquarters is in Cologne, Germany. The Agency also has Representation Offices in Brussels, Washington, Montreal, Beijing and Singapore.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19241>

Employment opportunities offered at EASA

What is a Temporary Agent?

Answer

Temporary Agent posts are classified, according to the nature and importance of the duties into two function groups: an administrators' function group (hereinafter 'AD') and an assistants' function group (hereinafter 'AST').

- The Administrators' function group (AD) comprises twelve grades from AD 5 to AD 16, corresponding to administrative, technical, advisory, linguistic and scientific duties;
- Assistants' function group (AST) comprises eleven grades from AST 1 to AST 11, corresponding to executive, technical and clerical duties.

The initial duration of a Temporary Agent contract is 5 years with the possibility of renewal for an indefinite period.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19260>

What is a Contract Agent?

Answer

Temporary Agent posts are classified, Contract Agents posts are classified, according to the nature and importance of the duties, into four function groups:

- Function group I (grades 1 to 3) corresponds to administrative support service tasks;
- Function group II (grades 4 to 7) corresponds to secretarial and office

management tasks;

- Function group III (grades 8 to 12) corresponds to executive, drafting and accountancy tasks;
- Function group IV (grades 13 to 18) corresponds to administrative, scientific, advisory, and linguistic tasks.

The initial duration of a Contract Agent contract is 3 years with the possibility of renewal for a definite period. It may be renewed not more than once for a fixed period of not more than five years. Any further renewal shall be for an indefinite period.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19261>

Is there a probationary period at EASA?

Answer

The probationary period for both Temporary Agents and Contract Agents is 9 months.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110283>

What is a Seconded National Expert (SNE)?

Answer

Seconded National Experts (SNEs) are national or international civil servants from national authorities, who may work temporarily for EASA in a twofold role:

- To bring to EASA their experience from their national authorities in their field of expertise;
- To bring to their home administration the knowledge acquired during their secondment at EASA.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110284>

How does the recruitment procedure look like for SNEs?

Answer

- If a Directorate has already identified a person to be seconded at EASA as a SNE, the Directorate should contact **the Personnel Administration Section** to start the secondment procedure.
- Alternatively, if there is a general need for an SNE, the Directorate should contact **the Recruitment Section** in order to arrange for a vacancy notice to be published.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110285>

Are there any interim opportunities at EASA?

Answer

From time to time, the European Union Aviation Safety Agency is assisted by external providers (i.e. interim providers).

In particular, for secretarial/administrative tasks, the Agency may use interim staff for short periods of time to cover for staffing needs arising from one or more of the following reasons:

- Short or long term absences of staff (i.e. maternity, parental, unpaid, sick leave);
- Implementation of specific programmes and/or projects of a limited duration.

Interim assignments may have a duration of up to 9 months and may be extended for a maximum period of another 9 months in exceptional cases.

If you want to know more about the interim opportunities at EASA, please send us an email at recruit [at] easa.europa.eu.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110286>

Overview of the Recruitment process

May I submit an unsolicited/spontaneous application?

Answer

EASA does not accept unsolicited/spontaneous applications whether received by email or post. Only applications submitted through [our e-recruitment tool](#) for specific published vacancies will be taken into consideration.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19256>

How long are the vacancies open for applications?

Answer

Generally, vacancies are open for application for a period of 4 weeks. Exceptionally, this period may be extended. The exact deadline to apply is always indicated in each vacancy.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110287>

Nationals of which countries are eligible to apply for a vacancy advertised by the Agency?

Answer

To apply for a position at EASA, you must be a national of a Member State of the European Union (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia,

Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden) or a national of the European Economic Area (Norway, Iceland, Switzerland, Liechtenstein). Applicants of any other nationality will not be considered eligible, unless otherwise specified in the vacancy notice.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/110288>**Are all applications received by EASA treated in the same way?****Answer**

EASA is an equal opportunities employer, committed to diversity and non-discrimination. It accepts and evaluates applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19245>**I have a degree from a country that is not a Member State of the European Union. Am I eligible for a vacancy advertised by the Agency?****Answer**

University diplomas and degrees that have been awarded in a country that is not an EU Member State should be officially recognized by one of the Member States of the European Union or Norway, Iceland, Liechtenstein or Switzerland in order to be eligible for recruitment.

Last updated:

20/02/2020

LINK:

<https://www.easa.europa.eu/faq/19246>

My degree/diploma will not be awarded until after the closing date for applications. May I apply?

Answer

You must fulfill all eligibility requirements of the vacancy notice by the closing date in order for your application to be assessed. Therefore if a specific degree is required (e.g. secondary or post-secondary education), this must have been awarded by the closing date. Qualifications gained after that date cannot be taken into consideration.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110289>

What language should I use in my application for a post at the Agency?

Answer

Applicants may use any of the official languages of the European Union when applying for a post advertised by the Agency. However, in order **to speed up the selection process and to reduce the amount of translations needed, applicants are encouraged to submit their application in English.**

Nevertheless, applicants will not be disadvantaged even if they use other official languages of the European Union.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19248>

Do I need to send certified translations of my supporting

documents?

Answer

No, this is not necessary. Diplomas (and other supporting documents) in an official language of the EU do not need to be translated. Certified translations are required only in the case of non-EU languages).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19276>

Can I edit the information I inserted in my application after I submitted it?

Answer

You can amend the information in your application only before the closing date (by entering into your candidate account). Just be aware that with any new change, you will be requested to attach again your motivation letter and to fill in the part with the supporting information once more, in order to be able to re-submit your application.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110290>

What should I do if I encounter technical problems while submitting my application via the e-recruitment tool?

Answer

Please note that the browser does not allow the use of any special characters such as '<> ; : ' in any part of the application. Therefore, you should avoid using any special characters while applying.

If however you still encounter technical issues, you are responsible to notify EASA

as soon as possible and within the application period, by sending an e-mail to recruit [at] easa.europa.eu with a description of the problem and a screenshot of the error message. Any such communication after the closing date cannot be considered and your application will be excluded from the selection process.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19251>**Will I receive an acknowledgement that my application for a post at the Agency has been received?****Answer**

After submission of your application, you will receive by email an automatic acknowledgement of receipt from the e-recruitment tool confirming that your application has been successfully submitted and a unique reference number is automatically generated. Please note that applications submitted after 23:55 (Cologne time) on the closing date are automatically rejected.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19250>**How can I check the status of my application?****Answer**

Candidates may check the status of the selection procedures at [Updates on previous vacancies](#) on our website. Please note that no additional information will be given to candidates until the selection procedure has been closed.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110291>

Will I be notified if my application is unsuccessful?

Answer

All candidates will be informed about the outcome of the selection procedure, once it is completed.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110292>

How does the assessment of applications look like?

Answer

- At the European Union Aviation Safety Agency the selection procedures for Temporary Agents and Contract Agents are carried out in line with the respective implementing rules on the engagement and use of Temporary and Contract Agents.
- An appointed Selection Committee invites to interviews and written test the candidates that are considered as most suitable for the position in question.
- To determine the most suitable candidates, the Selection Committee assesses the applications of the candidates focusing, on the one hand on the correlation and on the other hand on a comparative assessment of their profiles against the essential and advantageous selection criteria listed in the vacancy notice.
- If the candidate does not meet one or more of the essential criteria, as stated in the vacancy notice, this automatically disqualifies the application from further assessment.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110293>

What does the Assessment phase consist of?

Answer

The highest scoring applicants are invited to the test phase, which consists of an interview (sometimes also a video interview) and a written competency test.

The interview and the competency test are held in English.

The interview usually has a duration of 45 minutes and the written competency test around 45 -60 minutes depending on the job requirements. This test is evaluated anonymously.

If your mother tongue is English, you will be required to evidence satisfactory knowledge of a second EU language before you are invited to the on-site interview.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110294>

I am invited for an interview at EASA. How can I prepare myself?**Answer**

It is advisable to use the vacancy notice of the respective position as a basis of your preparation. The interview questions and the written tests aim at assessing the main competencies needed to successfully perform the duties of the position you have applied for.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110295>

Can I apply for two vacancies at the same time?**Answer**

Vacancies advertised by EASA are treated as separate selection procedures and therefore, candidates are welcome to submit their application to any vacancy of their interest for which they satisfy the eligibility criteria.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/110296>**When may I expect an invitation for an interview?****Answer**

The time taken to invite applicants for an interview depends on the number of applications received for a particular vacancy notice. Please also bear in mind that we often publish a considerable number of vacancies simultaneously and that each application undergoes a detailed evaluation. Therefore, it may take up to 8 weeks from the closing date of the vacancy notice until the invitations for interviews are sent out.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19252>**When and where do the interviews and written tests take place?****Answer**

The invitations to the short-listed candidates for an interview are sent once the evaluation of applications is completed (this may take up to two months after closure of the vacancy notice). Interviews and written test take place at the EASA headquarters in Cologne, Germany.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19253>**Will my travel expenses be reimbursed if I am invited for an**

interview?

Answer

All candidates who attend an interview and whose correspondence address is at a distance of 150 km or more from Cologne are reimbursed according to the [EASA rules on travel reimbursement](#).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19255>

I am on an EASA valid reserve list. When can I expect an offer of employment?

Answer

Being part of a reserve list does not guarantee recruitment and the receipt of an offer of employment. Should there be a vacant post, the hiring Department consults the available reserve list(s) and checks, which is the best fit at the time of recruitment.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110297>

I have successfully passed the European Personnel Selection Office (EPSO) Contract Agent Selection (CAST) exams and I am on an EPSO reserve list. Can I apply for a vacancy at EASA?

Answer

At EASA, we use the EPSO database very rarely to recruit candidates since EASA runs its own selection procedures and all vacancies are published on the EASA webpage. Therefore, we would suggest that you consult regularly our [website](#), where vacant positions are published and in case you find a vacancy matching your

interests and competencies, you may apply on-line using [our e-recruitment tool](#).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110298>

How does EASA protect my personal data during the selection procedures?**Answer**

The European Union Aviation Safety Agency ensures on its part that applicants' personal data is processed as required by Regulation (EC) 2018/1725 with regard to ***the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data***. For more information please read the relevant information which is available on our [website](#).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110299>

Does EASA have any age limit for people to apply?**Answer**

According to the 2014 Reform of the Staff Regulations the normal pensionable age within the EU-pension system is set at 66 years. Candidates who have not reached this pensionable age are eligible to apply to any published vacancy notice of their interest. are reimbursed according to the EASA rules on travel reimbursement.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19247>

How can I be notified when new vacancy notices are published?

Answer

If you wish to be notified on our newly published selection procedures, you may subscribe to our [EASA updates](#).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19263>

Where can I find more information related to grades and salary?

Answer

If you want to find more information regarding grades and salaries at EASA, please consult the following [link](#).

Additionally, you may consult the [Working for EASA](#) section on our website.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19258>

Graduate Traineeship Programme and Study Placement Scheme

How can I participate to a Graduate Traineeship Programme or a Study Placement Scheme at EASA?

Answer

Graduate Traineeship Programme:

Once per year, EASA publishes a series of positions on its [website](#) for recent graduates of different academic backgrounds (e.g. law, aeronautical engineering, finance, human resources, marketing etc.). If you wish to know more about the structure of the Programme, its eligibility criteria and how to apply, please visit our

[webpage.](#)

If you wish to be notified on our upcoming traineeship openings, you can subscribe to EASA Updates by completing the form on our website:

<https://www.easa.europa.eu/easa-updates>

Study Placement Scheme:

Throughout the year, the Agency may host students wishing to complete a mandatory internship as part of their studies or write a Master's Thesis at EASA. Unfortunately, at the moment, the Study Placement Scheme is put on hold until further notice. Therefore, applications or inquiries related to this Scheme will not be processed by the Agency.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19259>

How are the trainees for the Graduate Traineeship Programme selected?

Answer

- The HR Department checks the applications against the eligibility criteria and establishes a list of eligible and suitable applicants whose applications, and in particular, educational background, qualifications, competences, motivation and preferences suit best the identified needs in accordance with the availability of places.
- The most suitable candidates are invited to a video interview to further express their interest, motivation and suitability for the role.
- Before a final decision is taken, the shortlisted candidates are invited to a last phone/Skype interview to check their availability, suitability, linguistic knowledge and to discuss reciprocal expectations.
- Finally, the Agency's Executive Director appoints the selected trainees based on their suitability and on the number of places available.

The whole cycle of the Assessment phase is held in English.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19279>

How will I know that EASA has received my application?**Answer****Graduate Traineeship Programme:**

After submission of your application, you will receive by email an automatic acknowledgement of receipt from the e-recruitment tool confirming that your application has been successfully submitted and a unique reference number is automatically generated. Please note that applications submitted after 23:55 (Cologne time) on the closing date are automatically rejected.

Study Placement Scheme:

We will get back to you as soon as your application has been reviewed and we can inform you about the outcome. Kindly be patient as the evaluation process may take some time.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19278>

Will I be informed about the outcome of my application in any case?**Answer****Graduate Traineeship Programme:**

All applicants can follow the status of the call for expression of interest for traineeships on the EASA [website](#). Due to the high volume of applications we receive, please note that only successful candidates will be notified via email.

Study Placement Scheme:

All applicants will be notified via email about the outcome of their application.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19281>

I have been offered a traineeship. Can I postpone the starting date to a later period?

Answer

Graduate Traineeship Programme:

To ensure a smooth management of the Graduate Traineeship Programme, all participants are requested to start their Traineeship Programme at the date indicated in their offer letter.

Only in exceptional cases and in duly justified cases it may be possible to postpone the starting date for a maximum of 1 month, subject to individual arrangements and negotiation.

Study Placement Scheme:

The start date of the Study Placement Scheme is agreed between the student, the hiring department and the HR department.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19282>

Can the traineeship period be extended?

Answer

Graduate Traineeship Programme:

The traineeship period cannot be extended beyond the maximum period, which is 12 months.

Study Placement Scheme:

The Study Placement Scheme can last a minimum of 6 weeks and a maximum of 6 months. No further extension can be granted.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19283>

Can I have a part-time traineeship/study placement scheme?

Answer

No. All candidates who are accepted for a traineeship/study placement must work full time, which at EASA means 40 h/week and 8h/day.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19284>

Does EASA provide any kind of accommodation?

Answer

No. Finding and paying for accommodation is entirely the responsibility of the trainee/student. If you are offered a traineeship/study placement, we will provide you with a Welcome Pack including useful information on finding accommodation in Cologne.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19285>

What is the amount of traineeship grant paid by EASA?

Answer

Graduate Traineeship Programme:

The amount of the traineeship grant paid by EASA is defined in the call for expression of interest for traineeships published every year. As described in the applicable traineeship rules, trainees who benefit from any grant from another source or another subsistence allowance shall only be admitted to a financial contribution from EASA, if the sum received is less than the amount of the traineeship grant. In that case, they shall receive the difference.

Study Placement Scheme:

No financial contribution is granted to students of the Study Placement Scheme.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19286>

Is the traineeship grant paid by EASA subject to national or EU tax?**Answer**

Traineeship grants are not subject to the tax regulations applicable for EASA staff members. Trainees have the sole responsibility for complying with the tax regulation applicable in their home state. To this purpose, the HR department issues a certificate at the end of the traineeship period, stating the amount of grants received and confirming that tax and social security payments have not been made.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19287>

Does EASA cover the insurance of the trainees/students?**Answer****Graduate Traineeship Programme:**

EASA does not provide health insurance. Prior to the start date, trainees must provide proof that they are covered by a sickness insurance scheme for the entire duration of their stay at the Agency (e.g., through the European Health Insurance Card or through private insurance). If a trainee fails to provide proof of the insurance, the traineeship shall be terminated.

During the traineeship, trainees shall be covered by EASA against the risk of accident according to the relevant EASA insurance contract.

Study Placement Scheme:

EASA does not provide health insurance. Prior to the start date, students must provide proof that they are insured against accident risks either risks either privately or under the terms of their University's insurance. In addition, they should provide proof that they are covered by a sickness insurance scheme for the entire duration of their stay at the Agency (e.g., through the European Health Insurance Card or through private insurance). If a student fails to provide proof of the insurance, the traineeship shall be terminated.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19289>**Is there a closing date for sending in applications?****Answer****Graduate Traineeship Programme:**

Yes. The closing date for sending applications is indicated in each traineeship notice. Applications received after the closing date are automatically rejected.

Study Placement Scheme:

There is no closing date: students can apply throughout the year. However, the Study Placement Scheme is currently on hold until further notice. Therefore, applications or inquiries related to this scheme will not be processed by the Agency.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19264>**May I submit an open/unsolicited/spontaneous application?****Answer****Graduate Traineeship Programme:**

EASA does not accept any unsolicited/spontaneous applications whether received by email or post for the Graduate Traineeship Programme. Only applications for

published vacancies will be taken into consideration and interested candidates are requested to submit their application using our e-recruitment tool. Please do not forget to include in your application all required documents.

Study Placement Scheme:

The Study Placement Scheme is currently on hold until further notice. Therefore, applications or inquiries related to this scheme will not be processed by the Agency.

Last updated:

20/02/2012

Link:

<https://www.easa.europa.eu/faq/19266>

I have applied before for a Graduate Traineeship Programme and was rejected. Can I try again?**Answer**

Yes, you can apply again to a subsequent Graduate Traineeship Programme. However, you must meet the eligibility criteria as stated in the Call for expression of interest and if you find a Traineeship position matching your interests and competencies, you must submit a new application, together with all the requested documents.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19267>

Are all applications and applicants that come to EASA treated in the same way?**Answer**

EASA is an equal opportunities employer, committed to diversity and non-discrimination. It accepts and evaluates applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or

belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19268>**Is there an age limitation for applying for a Graduate Traineeship Programme or a Study Placement Scheme at EASA?****Answer**

There is no official age limit for applying for a traineeship or a study placement. However, EASA's traineeships and study placements are aimed respectively at young university graduates and students and present an opportunity to gain initial work experience.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19269>**Nationals of which countries are eligible to apply for a Graduate Traineeship Programme or a Study Placement Scheme?****Answer**

To apply for a Graduate Traineeship Programme or a Study Placement Scheme at EASA, you must be a national of a Member State of the European Union (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden) or a national of the European Economic Area (Norway, Iceland, Switzerland, Liechtenstein). Applicants with nationalities other than those indicated above will not be considered eligible.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110300>

I have a degree from a country that is not a Member State of the European Union. Am I eligible for a traineeship advertised by the Agency?

Answer

Yes, if your studies took place in countries that are not Member States of the European Union, you are eligible to apply for a traineeship position in EASA.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19271>

I have successfully completed the first three years of a University degree lasting more than three years but will not obtain my diploma by the start of the traineeship period. Can I still apply for the Graduate Traineeship Programme?

Answer

No. To be eligible for the Graduate Traineeship Programme, you must have obtained your final diploma by the start of the traineeship period. ECTS points are not accepted as equivalent to a degree. The trainees must provide proof of completion of the full university degree by the start date of the Traineeship Programme.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19272>

Which type of University diploma is taken into account for the Graduate Traineeship Programme?

Answer

In order to be eligible for the Graduate Traineeship Programme, you must have obtained by the start of the traineeship period a University degree which corresponds to at least 3 years of University education (e.g. Bachelor).

The University degree to be obtained in the specific period indicated in the traineeship call shall be relevant to the profile and it can be any academic degree (e.g. Bachelor, Master, and PhD).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/21879>

What language should I use in my application for the Graduate Traineeship Programme or Study Placement Scheme?**Answer**

The working language of EASA is English and therefore, a very good knowledge of the English language is an essential requirement to do a Traineeship Programme or a Study Placement at EASA. Applications must therefore be submitted in English. For the same reason, the documents concerning traineeships and study placements at EASA are only available in English.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19273>

Do I need to send certified translations of my supporting documents related to the Graduate Traineeship Programme or Study Placement Scheme?**Answer**

No, this is not necessary. Diplomas (and other supporting documents) in an official language of the EU do not need to be translated. Certified translations are required

only in the case of non-EU languages).

Last updated:

21/02/2020

Link:

<https://www.easa.europa.eu/faq/110361>

Does EASA cover the cost of travel from my place of residence to Cologne?**Answer****Graduate Traineeship Programme:**

Trainees are entitled to a contribution towards the cost of travel between their place of residence and their place of traineeship (Cologne) at the beginning and end of their traineeship if they have completed at least a 3 months traineeship. Travel allowances are paid at the end of the traineeship.

Study Placement Scheme:

All expenses incurred during the study placement (e.g. travel from/to place of origin) are to be covered by the student. No financial contribution is granted by the Agency.

quired only in the case of non-EU languages).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19288>

What are my prospects of securing employment at EASA after the Graduate Traineeship/Study Placement?**Answer**

The Traineeship or Study Placement does not entail any right or priority with regard to future engagement with the Agency.

Temporary and Contract Agents are recruited on the basis of vacancy notices. For further information on employment, please check the [EASA Recruitment page](#).

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Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19290>**I have sent my application but I discovered that I made a mistake when filling out the application form. How can I correct the mistake?****Answer****Graduate Traineeship Programme:**

You can amend the information in your application only before the closing date (by entering into your candidate account). Just be aware that with any new change, you will be requested to attach again your motivation letter and supporting documents and to fill in the part with the supporting information, in order to re-submit the application. .

Study Placement Scheme:

Please inform us by re-submitting your application to recruit [at] easa.europa.eu.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19277>**Do I need to send supporting documents when I submit my application?****Answer****Graduate Traineeship Programme:**

Yes, you are requested to submit via the e-recruitment tool the following supporting documents:

- the completed electronic EASA Traineeship application form;
- a motivation letter of no more than one page briefly explaining why you are applying for the EASA GTP and to the specific profile of your choice;
- scanned copies giving evidence of all the information provided on your

application form, i.e. studies (University diploma, proof of official length of studies, academic track records), professional experience (if applicable);

- any other proof evidencing the information provided in your application form.

Study Placement Scheme:

Yes, you are requested to submit to recruit [at] easa.europa.eu the following documents:

- the application form for the EASA Study Placement Scheme - SPS (you can find it in the Download section of the related webpage), completed, dated and signed;
- an official proof that you are required by your University to complete a mandatory internship or to write a final thesis; your updated CV;
- a motivation letter briefly explaining why you are applying for a study placement and the reasons why you have given priority to the Department/s of your choice.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19275>

What should I do if I encounter technical problems while submitting an application for the Graduate Traineeship Programme via the e-recruitment tool?

Answer

Please note that the browser does not allow the use of any special characters such as '<>; : ' in any part of the application. Therefore, we would advise you to include the information without using any special characters.

If the candidate still encounters technical issues, he/she is responsible to notify EASA as soon as possible, by sending an e-mail to recruit [at] easa.europa.eu and by providing a description of the problem and a screenshot of the error message.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19274>