

EASA eRecruitment tool

How to apply for open vacancies

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Preliminary Notes

How to use the manual

This manual is designed to assist initial usage of the EASA eRecruitment application. It can be used as a point of reference once you are familiar with the program.

Keyboard

Keys are referred to throughout the manual in the following way:

[**RETURN**] – denotes the return or enter key, [**DELETE**] – denotes the delete key, etc.

Where a command requires two keys to be pressed, the manual shows this as follows:

[**CTRL**] + [**C**] – this means press "c" while holding down the control key.

Commands

When a command is referred to in the manual, the following distinctions have been made:

- When menu commands are referred to, the manual will refer you to the menu – e.g. "Choose **Edit** from the menu and click **Copy** to copy the selected item into the clipboard".
- When dialogue box options are referred to, the following style has been used for the text – e.g. "In the **View** tab of the **Folder Options** dialogue, untick the **Hide extensions for known file types** checkbox"
- Dialogue box buttons are in bold text as well – e.g. "Click **OK** to close the **Print** dialogue and launch the print."

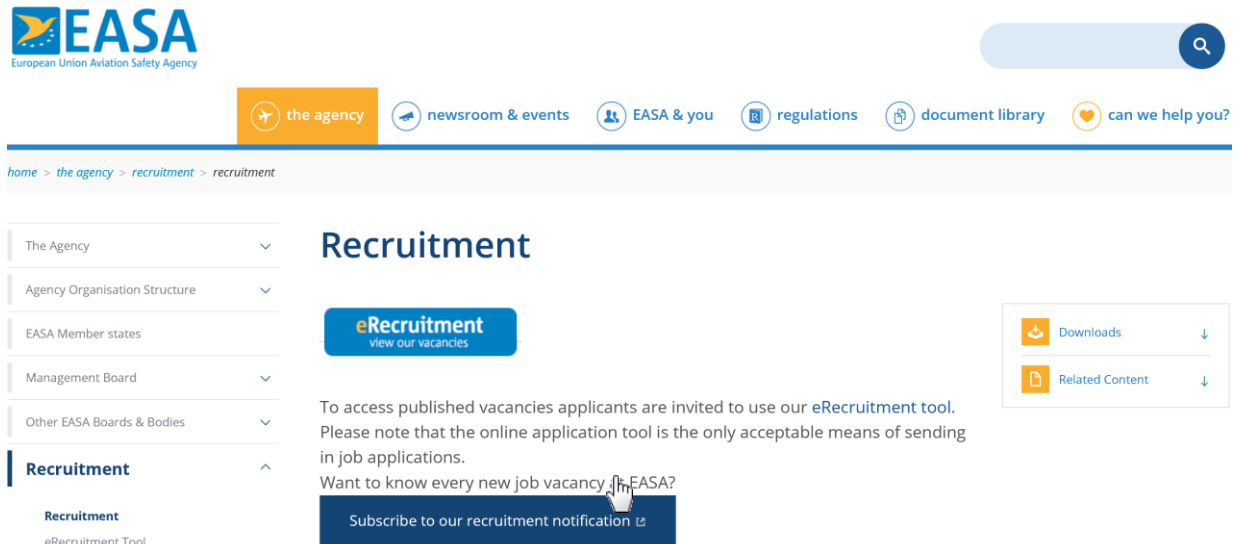
Notes

Within each section, any items that need further explanation or extra attention are highlighted by shading. For example:

Please do not unplug your removable disk while you are saving files on it!

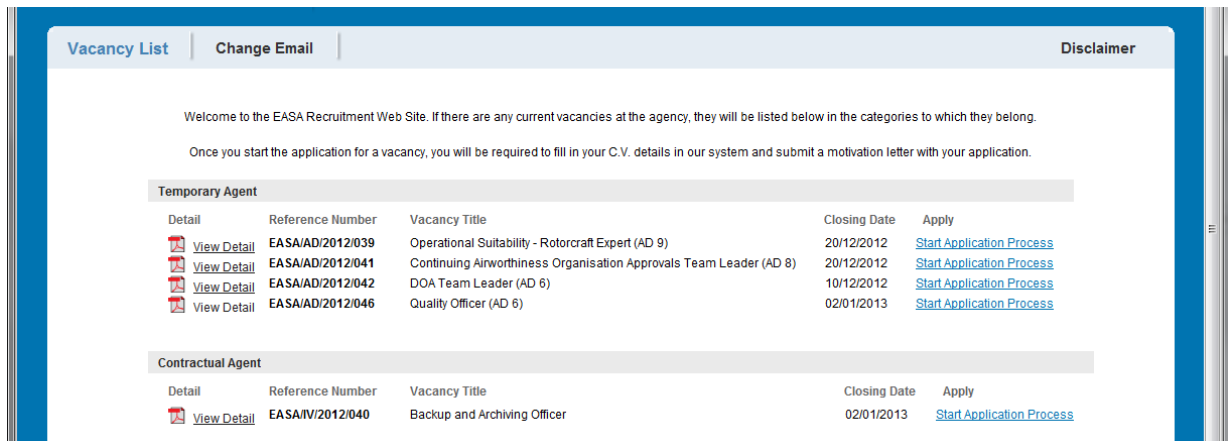
1 eRecruitment – the key to jobs at the Agency

The starting point for all applicants is the Recruitment area of the official EASA website: <https://www.easa.europa.eu/the-agency/recruitment>. Please click on **eRecruitment** to see all current vacancy notices at EASA.








The screenshot shows the EASA website's recruitment section. The header includes the EASA logo and a search bar. The main navigation bar contains links for 'the agency', 'newsroom & events', 'EASA & you', 'regulations', 'document library', and 'can we help you?'. The breadcrumb trail reads 'home > the agency > recruitment > recruitment'. On the left, a sidebar menu lists 'The Agency', 'Agency Organisation Structure', 'EASA Member states', 'Management Board', 'Other EASA Boards & Bodies', and 'Recruitment'. The 'Recruitment' section is expanded, showing 'Recruitment' and 'eRecruitment Tool'. The main content area is titled 'Recruitment' and features a blue button labeled 'eRecruitment view our vacancies'. Below this, text invites applicants to use the 'eRecruitment tool' and provides a link to 'Subscribe to our recruitment notification'. On the right, there are links for 'Downloads' and 'Related Content'.

In the vacancy list you can read the official vacancy notices (**View Detail**) of current vacancies or you can initiate the formal application process (**Start Application Process**).



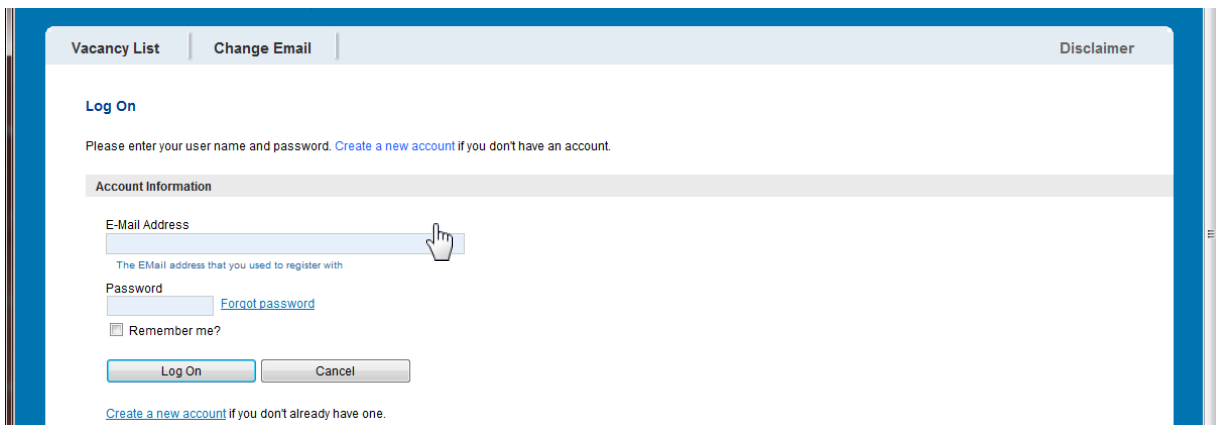
The screenshot shows the 'Vacancy List' section of the EASA recruitment website. It includes a 'Change Email' link and a 'Disclaimer' link. A welcome message states: 'Welcome to the EASA Recruitment Web Site. If there are any current vacancies at the agency, they will be listed below in the categories to which they belong. Once you start the application for a vacancy, you will be required to fill in your C.V. details in our system and submit a motivation letter with your application.' The vacancies are listed in two sections: 'Temporary Agent' and 'Contractual Agent'. Each section contains a table with columns for 'Detail', 'Reference Number', 'Vacancy Title', 'Closing Date', and 'Apply'.

Temporary Agent				
Detail	Reference Number	Vacancy Title	Closing Date	Apply
 View Detail	EASA/AD/2012/039	Operational Suitability - Rotorcraft Expert (AD 9)	20/12/2012	Start Application Process
 View Detail	EASA/AD/2012/041	Continuing Airworthiness Organisation Approvals Team Leader (AD 8)	20/12/2012	Start Application Process
 View Detail	EASA/AD/2012/042	DOA Team Leader (AD 6)	10/12/2012	Start Application Process
 View Detail	EASA/AD/2012/046	Quality Officer (AD 6)	02/01/2013	Start Application Process
Contractual Agent				
Detail	Reference Number	Vacancy Title	Closing Date	Apply
 View Detail	EASA/IV/2012/040	Backup and Archiving Officer	02/01/2013	Start Application Process

If this is your first time using EASA eRecruitment to apply for a position, you have to register first. By clicking **Log On** or **Start Application Process** you get to the logon window where you can enter your account or create a new account.

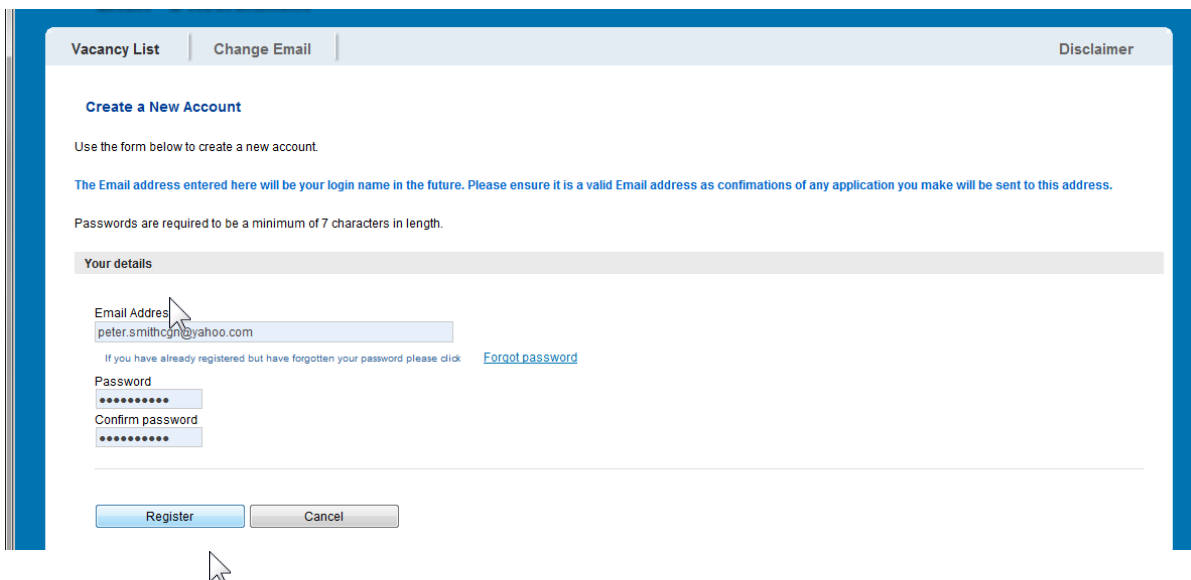
1.1 Create a new account

If you do not have an existing account, you have to create one. Simply click on **Create a new account** and follow the instructions.



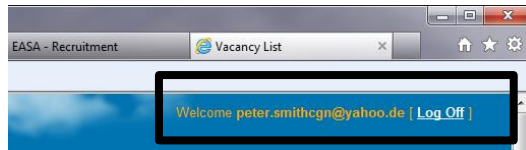
Before providing your credentials you have to first read, understand and accept the recruitment data disclaimer for the registration process.

Registering with your personal email address, you then need to assign and confirm a password for EASA eRecruitment. If you forget your password, this email address will be used to send a link to reset your password.



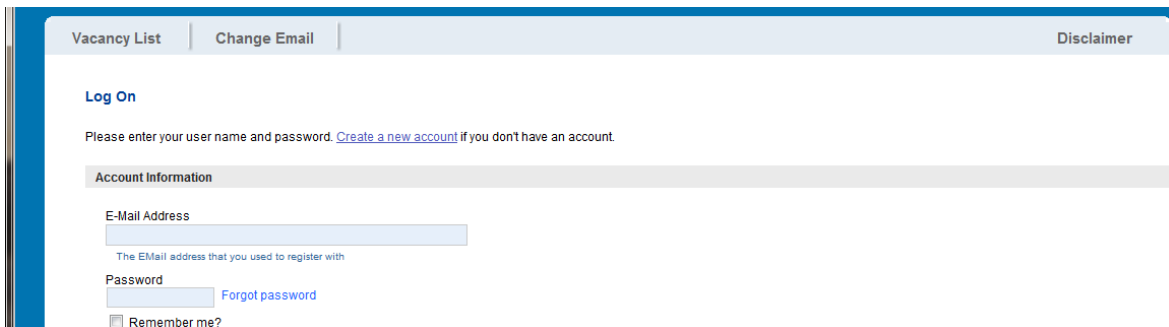
After completing the registration by clicking **Register**, you are ready to start the application procedure.

You will see your logon status at the top on the right of the browser window anytime.

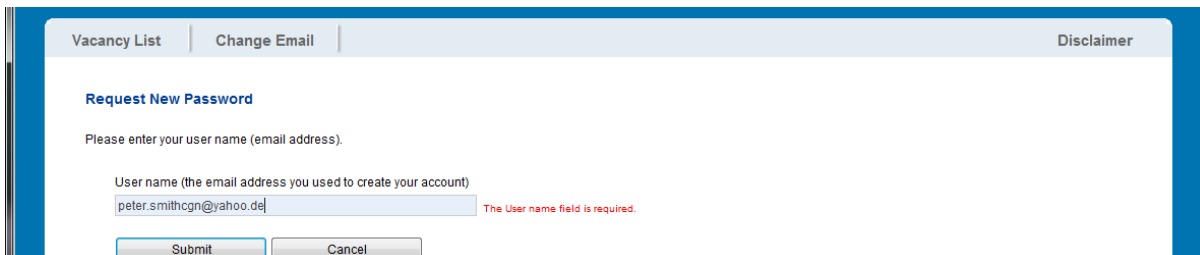
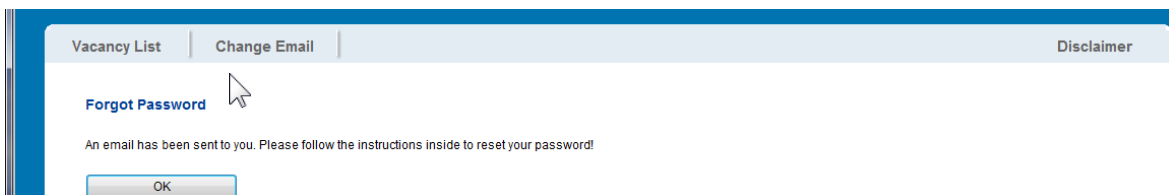


1.2 Reset your password

If you forget your password you can easily reset it and specify a new password. Simply click **Forgot password** and follow the instructions.

A screenshot of the 'Log On' page. The page has tabs for 'Vacancy List', 'Change Email', and 'Disclaimer'. The 'Log On' section asks for a username and password. Below the password field is a blue link labeled 'Forgot password'.

Provide your email address you have used for the registration and submit the request.

A screenshot of the 'Request New Password' page. The page has tabs for 'Vacancy List', 'Change Email', and 'Disclaimer'. The 'Request New Password' section asks for a username (email address). The email address 'peter.smithcgn@yahoo.de' is entered in the field. Below the field are 'Submit' and 'Cancel' buttons. A red error message 'The User name field is required.' is visible next to the field.A screenshot of the 'Forgot Password' confirmation page. The page has tabs for 'Vacancy List', 'Change Email', and 'Disclaimer'. The 'Forgot Password' section displays the message: 'An email has been sent to you. Please follow the instructions inside to reset your password!'. Below the message is an 'OK' button.

2 Apply for a job

With an existing account in the eRecruitment tool you are able to apply for the vacancies published in the vacancy list. To do this, please click **Start Application Process** next to the position you wish to apply for.

Vacancy List





Change Email

Disclaimer






















Welcome to the EASA Recruitment Web Site. If there are any current vacancies at the agency, they will be listed below in the categories to which they belong.

Once you start the application for a vacancy, you will be required to fill in your C.V. details in our system and submit a motivation letter with your application.

Temporary Agent

Detail	Reference Number	Vacancy Title	Closing Date	Apply
 View Detail	EASA/AD/2012/039	Operational Suitability - Rotorcraft Expert (AD 9)	20/12/2012	Start Application Process
 View Detail	EASA/AD/2012/041	Continuing Airworthiness Organisation Approvals Team Leader (AD 8)	20/12/2012	Start Application Process
 View Detail	EASA/AD/2012/042	DOA Team Leader (AD 6)	10/12/2012	Start Application Process
 View Detail	EASA/AD/2012/046	Quality Officer (AD 6)	02/01/2013	Start Application Process

After your successful logon with the registered email and password, you get to an overview page explaining the three different application steps.

VacancyList	Change Email	C.V. Information	Disclaimer												
Vacancy you are applying for EASA/AD/2012/046 - Quality Officer (AD 6)		View Detail 													
Step One - C.V. Info		Summary of Information on Record Cancel													
Summary Personal  Education  Employment  Other  Skill 		During the application process you are required to supply your CV information. The categories of data to be supplied are depicted by the tabs on the left, Personal, Education etc. Application Steps <div> <div> Step One In this step you supply your C.V. information. Use the tabs above and complete each of the categories. Return to the "Summary Tab" (this one) when all information is filled in to continue to the next step. This information is saved on our databases and need not be completed each time you apply for a new post. </div> <div> Step Two Here you are given the opportunity to supply additional information to support your application, and you are required to upload a motivation letter. This needs to be done for each vacancy applied for. Once completed you are able to continue to the final step. </div> <div> Step Three Finally you will be asked to make a declaration about the application and yourself. You will then be able to submit the completed application to EASA for processing. </div> </div>													
Step Two - Support Info		Status of Your Information													
Support Info		<table border="1"> <thead> <tr> <th>Category</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Personal Information</td> <td> Incomplete</td> </tr> <tr> <td>Education and Training</td> <td> No Data</td> </tr> <tr> <td>Employment History</td> <td> No Data</td> </tr> <tr> <td>Other Information</td> <td> No Data</td> </tr> <tr> <td>Skill</td> <td> No Data</td> </tr> </tbody> </table> <p> Complete - All required data has been entered No Data - Not required, however no data found Incomplete - All required data has been NOT been entered </p>		Category	Status	Personal Information	 Incomplete	Education and Training	 No Data	Employment History	 No Data	Other Information	 No Data	Skill	 No Data
Category	Status														
Personal Information	 Incomplete														
Education and Training	 No Data														
Employment History	 No Data														
Other Information	 No Data														
Skill	 No Data														

Step One – C. V. Information

In this section of eRecruitment, you fill in your curriculum vitae with all details of your personal and professional development. The information will be stored in the eRecruitment database and automatically re-used when you apply for another position at EASA at a later date. Only changes or new events in your CV need to be updated in this step.

Step Two – Support Information

Here you have the opportunity to provide additional information to support your application by referring to the requirements described in the vacancy notice. Further on, you have to upload a motivation letter. As all this information is related to the vacancy, you have to fill in step two for each vacancy you apply for. If you re-submit your application having made changes to your CV, these fields need to be filled in again.

Step Three – Submit






This is the final step of the application process and you will be asked to make a declaration about the application and yourself. Following this, you can submit the completed application to EASA for further processing.

3 Fill in your CV – Step One

The CV is subdivided into tabs with different categories of information:

3.1 Summary tab

The Summary tab provides a status overview of your recorded data. During the data entry this summary is updated when your input is successfully saved in the database.






Status of Your Information		
Category	Status	
Personal Information		Incomplete
Education and Training		No Data
Employment History		No Data
Other Information		No Data
Skill		No Data
Complete - All required data has been entered		
No Data - Not required, however no data found		
Incomplete - All required data has been NOT been entered		

3.2 Personal tab

The **Personal** tab includes following groups of data:

- Names
- Correspondence address
- Permanent address
- Contact Numbers
- Birth Information
- Previous Applications

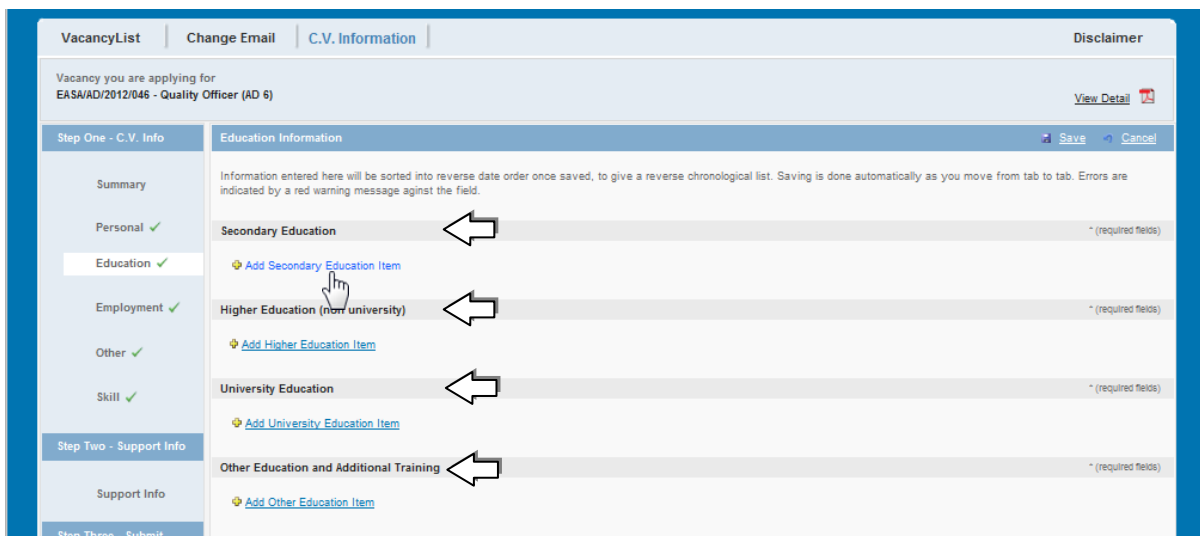
Please make sure that all required fields (marked with a *) are filled in. After completing the personal data and saving your input, the status of your information will indicate the progression.

Status of Your Information		
Category	Status	
Personal Information		Complete
Education and Training		No Data
Employment History		No Data
Other Information		No Data
Skill		No Data
Complete - All required data has been entered		
No Data - Not required, however no data found		
Incomplete - All required data has been NOT been entered		

3.3 Education tab

The Education tab is divided into 4 categories:

Secondary Education, Higher Education, University Education and Other Education.



VacancyList | Change Email | **C.V. Information** | Disclaimer

Vacancy you are applying for
EASA/AD/2012/046 - Quality Officer (AD 6)


View Detail


Step One - C.V. Info


Education Information


Save Cancel


Summary

Personal 

Education 

Employment 

Other 


Skill 


Step Two - Support Info


Support Info


Step Three - Submit


Information entered here will be sorted into reverse date order once saved, to give a reverse chronological list. Saving is done automatically as you move from tab to tab. Errors are indicated by a red warning message against the field.


Secondary Education  * (required fields)


 Add Secondary Education Item


Higher Education (non university)  * (required fields)

 Add Higher Education Item

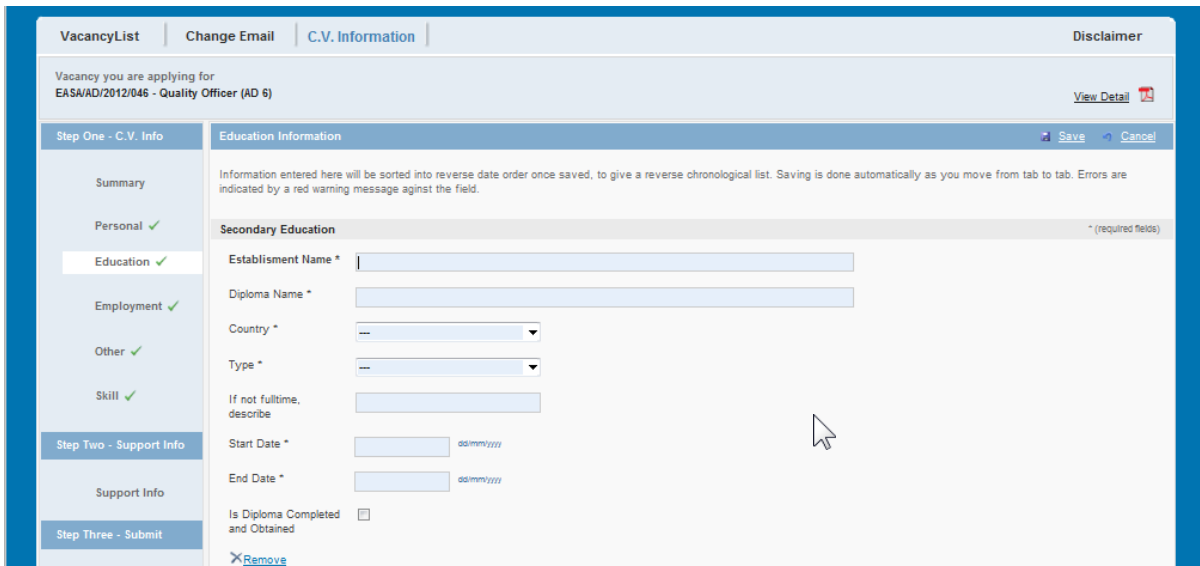
University Education  * (required fields)

 Add University Education Item

Other Education and Additional Training  * (required fields)

 Add Other Education Item

Based on your personal situation you can add your education/qualification by using the links, e.g. [+ Add Secondary Education Item](#). As a result, the tool will show the corresponding fields in the form.

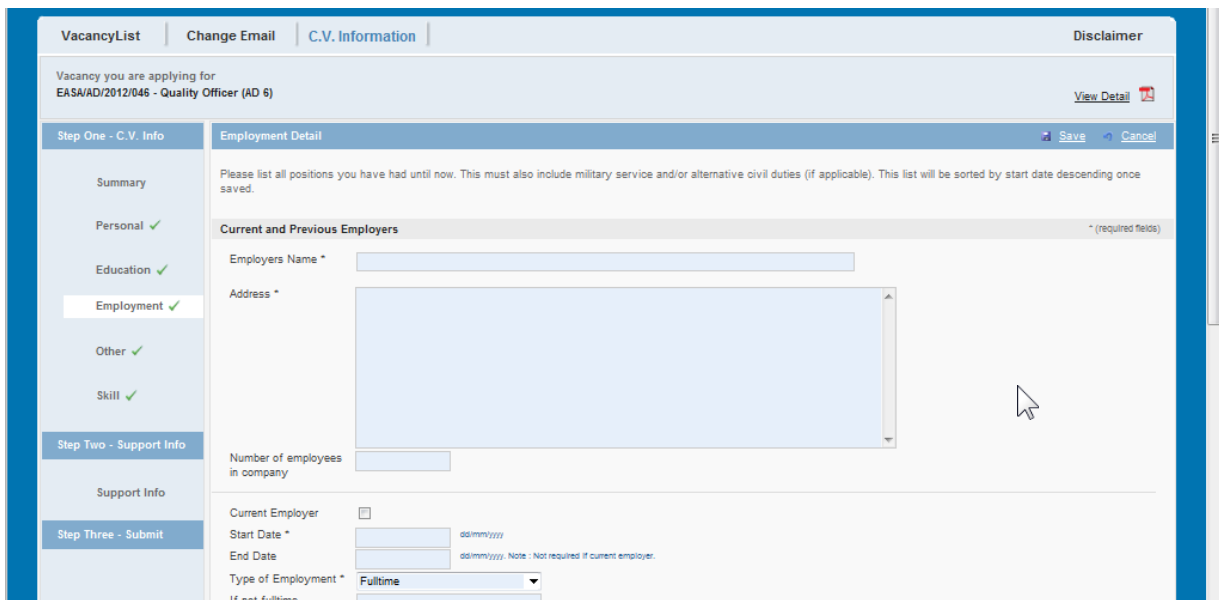


The screenshot shows the 'C.V. Information' tab with the 'Education Information' sub-tab selected. The left sidebar shows 'Step One - C.V. Info' with 'Education' checked. The main area contains fields for 'Establishment Name', 'Diploma Name', 'Country', 'Type', 'If not fulltime, describe', 'Start Date', 'End Date', and 'Is Diploma Completed and Obtained'. A 'Remove' link is at the bottom.

In order to remove an entry just click [X Remove](#).

3.4 Employment tab

In this area your work experience (part-time or full-time employment) should be entered. Simply click [+ Add Item](#) to add a new work experience to your CV.



The screenshot shows the 'Employment Detail' sub-tab selected. The left sidebar shows 'Step One - C.V. Info' with 'Employment' checked. The main area contains fields for 'Employers Name', 'Address', 'Number of employees in company', 'Current Employer', 'Start Date', 'End Date', 'Type of Employment', and 'If not fulltime, describe'. A 'Remove' link is at the bottom.

3.5 Other tab

Only two fields mandatory and require an entry (see the black frames below):

[VacancyList](#)
[Change Email](#)
[C.V. Information](#)
[Disclaimer](#)

Vacancy you are applying for
EASA/AD/2012/046 - Quality Officer (AD 6)

[View Detail](#)

Step One - C.V. Info

Summary

Personal

Education

Employment

Other

Skill

Step Two - Support Info

Support Info

Step Three - Submit

Other Data

You may supply up to three references.

Save

Cancel

References

Full name of Person	Phone/EMail	Profession	Organisation
Angela Merkel	+49 177 2212244	Woman Chancellor	CDU
Barack H. Obama	+1 786 5422112	President of USA	Democrats
Winfried Smith	+49 172 44434567	CEO	IBM Germany

Other Information

Note : We have had to remove the HTML formatting facility on this page. Please reformat your text should you have used it in the past!

Are you a member of any professional organisations?

Do you have any academic/professional publications to your name?

Have you ever been found guilty of a criminal offense (except for minor traffic offenses)? *

no

Periods of at least three months spent abroad (Please specify country, period and reason) *

no

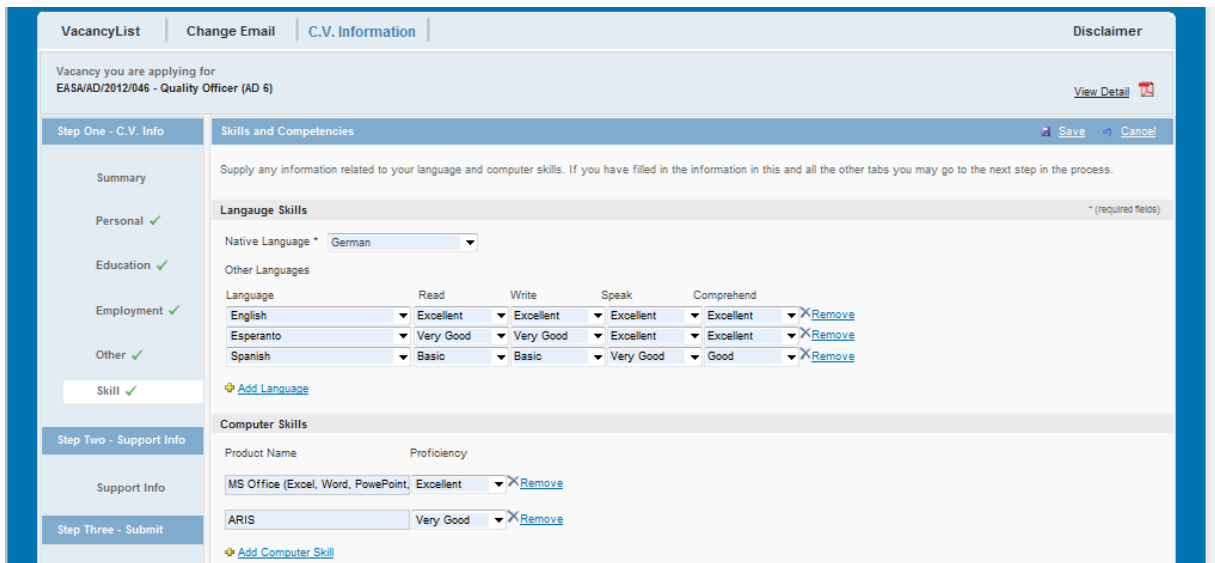
Leisure activities and sports, particular abilities or interests

The information in the remaining fields is optional.

3.6 Skill tab

Here you have to provide information about your language skills and computer skills.

10



VacancyList | Change Email | **C.V. Information** | Disclaimer

Vacancy you are applying for
EASA/AD/2012/046 - Quality Officer (AD 6) [View Detail](#)

Step One - C.V. Info

Summary

Personal ✓

Education ✓

Employment ✓

Other ✓

Skill ✓

Step Two - Support Info

Support Info

Step Three - Submit

Skills and Competencies [Save](#) [Cancel](#)

Supply any information related to your language and computer skills. If you have filled in the information in this and all the other tabs you may go to the next step in the process.

Language Skills * (required fields)

Native Language * German

Other Languages

Language	Read	Write	Speak	Comprehend	
English	Excellent	Excellent	Excellent	Excellent	Remove
Esperanto	Very Good	Very Good	Excellent	Excellent	Remove
Spanish	Basic	Basic	Very Good	Good	Remove

[Add Language](#)

Computer Skills

Product Name	Proficiency	
MS Office (Excel, Word, PowerPoint)	Excellent	Remove
ARIS	Very Good	Remove

[Add Computer Skill](#)

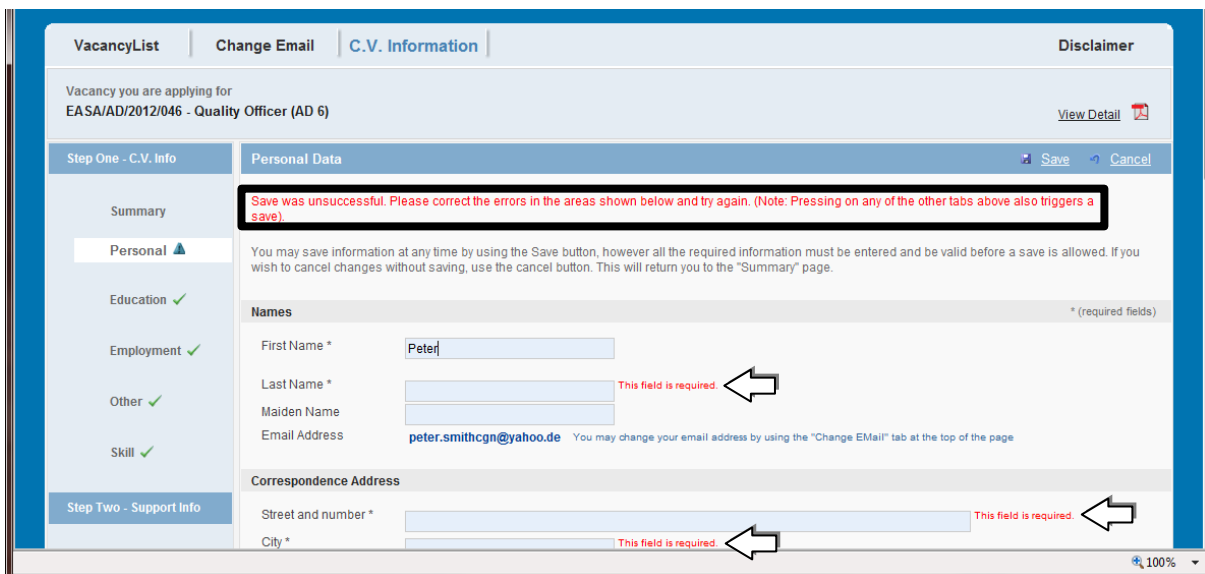
On completion of your CV, you can now proceed to step two.

Saving your input

You can save information at any time by using the **Save** button. Additionally, saving is done automatically as you move from tab to tab. However, EASA eRecruitment only saves data entries in the database when all form fields marked as required (*) are filled in.

If you leave one or more required fields empty, any attempt to save your data entries will fail and errors will be indicated by a red warning message next to the field.

Status of Your Information	
Category	Status
Personal Information	Complete
Education and Training	Complete
Employment History	Complete
Other Information	Complete
Skill	Complete
Complete - All required data has been entered	
No Data - Not required, however no data found	
Incomplete - All required data has been NOT been entered	



VacancyList | Change Email | **C.V. Information** | Disclaimer

Vacancy you are applying for
EASA/AD/2012/046 - Quality Officer (AD 6) [View Detail](#)

Step One - C.V. Info

Summary

Personal ▲

Education ✓

Employment ✓

Other ✓

Skill ✓

Step Two - Support Info

Personal Data [Save](#) [Cancel](#)

Save was unsuccessful. Please correct the errors in the areas shown below and try again. (Note: Pressing on any of the other tabs above also triggers a save).

You may save information at any time by using the Save button, however all the required information must be entered and be valid before a save is allowed. If you wish to cancel changes without saving, use the cancel button. This will return you to the "Summary" page.

Names * (required fields)

First Name * Peter

Last Name * This field is required.

Maiden Name

Email Address peter.smithcgn@yahoo.de You may change your email address by using the "Change EMail" tab at the top of the page

Correspondence Address

Street and number * This field is required.

City * This field is required.

100%

4 Support information – Step Two

In this step you should refer directly to the requirements (essential, advantageous and supplementary) stated in the vacancy notice and describe how you fulfil them. Additionally you have to upload your motivation letter.

EASA/AD/2012/046 - Quality Officer (AD 6) View Detail

Step One - C.V. Info

Summary

Personal ✓

Education ✓

Employment ✓

Other ✓

Skill ✓

Step Two - Support Info

Support Info

Step Three - Submit

Application Information Cancel

You are now given the opportunity to supply information in direct support of this application. Please use the Upload button below after choosing the document to upload. You will then be able to move to the final step in the application process.

Please be aware that the information given in this section is only saved on submission. It relates to only one specific vacancy. You may 'Re-Submit' at any time to update the information.

Information to Support the Application

Please refer to the section "B. Specific competences and skills" in the vacancy notice of your interest and explain how, in your view, you meet each of the detailed job requirements. (Max 10,000 characters).

1. Essential requirements

- Education and/or training in the field of the job description or in other relevant subjects giving a similar background demonstrating the ability to work in the function;
- Proven experience in ISO 9001:2000/2008 audit, be it as auditor or auditee;
- Proven experience in participation in a certification project of a quality management system based on ISO 9001:2000/2008;
- Proven experience in process management and improvement;
- Proven experience in using business process modelling IT tools;
- Proven experience in providing training or presentations, or in leading meetings;
- Good command of both written and spoken English.

Note : We have had to remove the HTML formatting facility. Please reformat your text should you have used it in the past!

Please add additional information you feel will support or be relevant to your application for this position. (Max 10,000 characters).

I am highly motivated!

Motivation Letter Attachment

C:\Motivation Letter.docx Browse... Max size 4MB (word or pdf only)

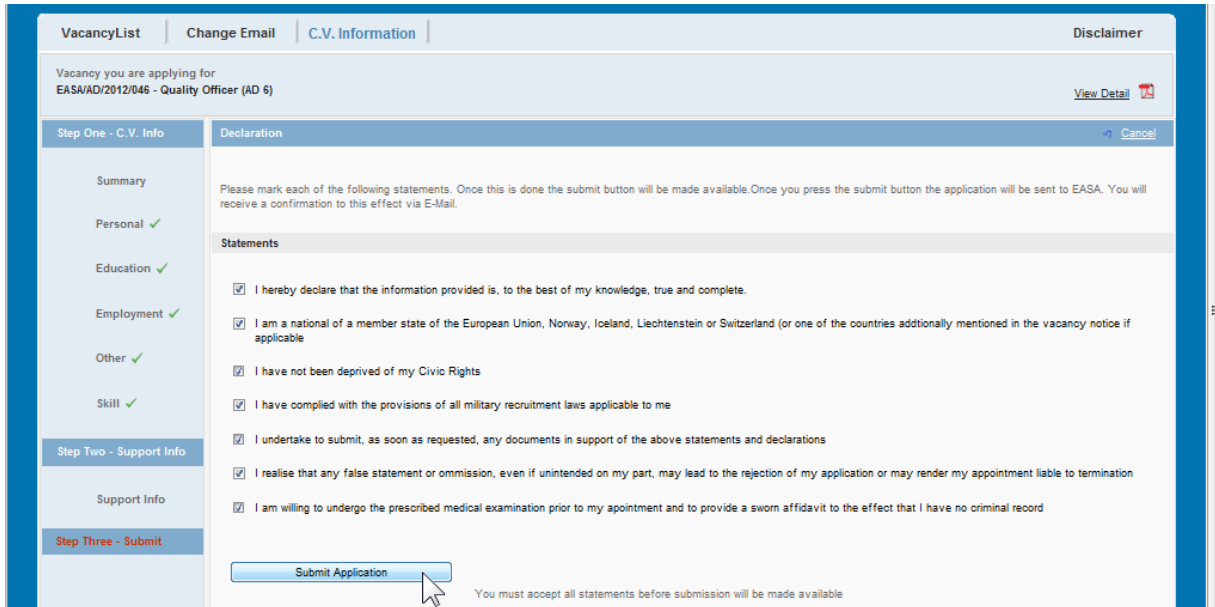
Previously uploaded file : C:\Motivation Letter.docx

Note : If you have already uploaded a file during a previous submission for this vacancy you do not need to upload it again. You may do so if you wish to replace it.

Upload Motivation Letter and Continue to Final Step

5 Submit the application – Step Three

You are required to mark each of the following statements before your application can be submitted.



VacancyList | Change Email | **C.V. Information** | Disclaimer

Vacancy you are applying for
EASA/AD/2012/046 - Quality Officer (AD 6) [View Detail](#)

Step One - C.V. Info | **Declaration** | [Cancel](#)

Summary
Personal ✓
Education ✓
Employment ✓
Other ✓
Skill ✓

Step Two - Support Info
Support Info
Step Three - Submit

Declaration

Please mark each of the following statements. Once this is done the submit button will be made available. Once you press the submit button the application will be sent to EASA. You will receive a confirmation to this effect via E-Mail.

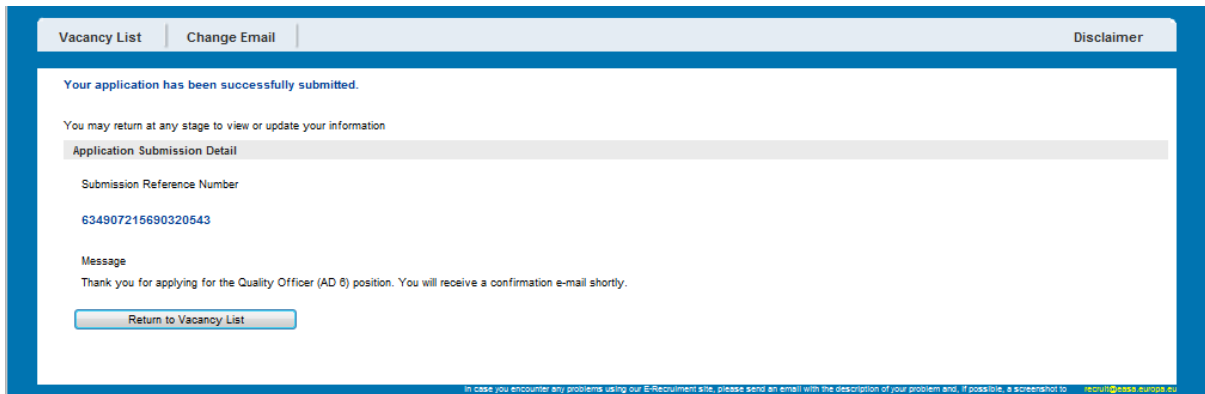
Statements

- ☒ I hereby declare that the information provided is, to the best of my knowledge, true and complete.
- ☒ I am a national of a member state of the European Union, Norway, Iceland, Liechtenstein or Switzerland (or one of the countries additionally mentioned in the vacancy notice if applicable)
- ☒ I have not been deprived of my Civic Rights
- ☒ I have complied with the provisions of all military recruitment laws applicable to me
- ☒ I undertake to submit, as soon as requested, any documents in support of the above statements and declarations
- ☒ I realise that any false statement or omission, even if unintended on my part, may lead to the rejection of my application or may render my appointment liable to termination
- ☒ I am willing to undergo the prescribed medical examination prior to my appointment and to provide a sworn affidavit to the effect that I have no criminal record

[Submit Application](#)

You must accept all statements before submission will be made available

After the submission you will see the page confirming your application. A confirmation email will be sent out at the same time.



VacancyList | Change Email | Disclaimer

Your application has been successfully submitted.

You may return at any stage to view or update your information

Application Submission Detail

Submission Reference Number
634907215690320543

Message
Thank you for applying for the Quality Officer (AD 6) position. You will receive a confirmation e-mail shortly.

[Return to Vacancy List](#)

In case you encounter any problems using our E-Recruitment site, please send an email with the description of your problem and, if possible, a screenshot to recruit@easa.europa.eu