Trainee’s supporting documents

EASA Graduate Traineeship Programme (GTP)

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| --- |
| The traineeship offer will be confirmed only upon receipt of all required documents/forms.Please complete and sign this form and send it with the required scanned documents/forms (numbered according to this checklist) to [traineeship@easa.europa.eu](mailto:traineeship@easa.europa.eu) by the deadline communicated to you. According to the instructions below, kindly note that the original *forms* and some *documents* must be also sent via post to the address indicated in the e-mail. All other *documents* listed below must be presented in original on your first day at the Agency for validation of the submitted copies. |

# Your personal data

|  |  |
| --- | --- |
| **Title** | Choose an item. |
| **First Name** |  |
| **Surname** |  |

# Attached documents

I hereby **attach the following scanned documents** and I commit myself to **bring all respective originals upon my start at the Agency**.

|  |  |  |
| --- | --- | --- |
| **Attached?** | **Document** | **For HR validation**  (do NOT fill this column) |
| Yes | **1)** ID card / Passport | original  on 1st day  for validation |
| Yes (diploma)  Yes  (other official proof) | **2)** University diploma obtained in the period between 01/01/2017 and 31/07/2019.  Note: if you did not obtain it yet as you recently graduated, please submit an official proof (e.g. letter/certificate duly dated, stamped and signed by your University) confirming it, incl. graduation date. A further confirmation of obtainment of final diploma will have to be submitted upon your start at the Agency.  IMPORTANT: if you did not complete your studies by obtaining a full degree by 31/07/2019, unfortunately you will be excluded by the GTP 2019 for not meeting one of the eligibility criteria. | original  on 1st day  for validation |
| Yes  n/a  (as above) | **3)** Proof that you have completed the first cycle of a higher education course (at least three years of university education) and have obtained a full degree (e.g. Bachelor’s Degree diploma).  Tick “n/a” if it coincides with the afore-mentioned diploma. | original  on 1st day  for validation |
| Yes | **4)** Proof of official length of studies demonstrating at least three years of university education (ref. doc n. 3) above). | original  on 1st day  for validation |
| Yes | **5)** Valid health insurance card or certificate provided by the health insurance company, proving coverage for the entire duration of the traineeship. | original  on 1st day  for validation |

I hereby **attach the following scanned documents** and I commit myself to **send via post all respective originals** **prior to my start at the Agency.**

|  |  |  |
| --- | --- | --- |
| **Attached?** | **Document** | **For HR validation**  (do NOT fill this column) |
| Yes | **6)** Official certificate confirming the absence of any criminal record from your country of nationality. To be requested at your local authority. | original via post |
| Yes  n/a  (as above) | **7)** Official certificate confirming the absence of any criminal record from the country in which you are presently residing, if different from your country of nationality. To be requested at your local authority.  Tick “n/a” if your country of residence coincides with your country of nationality. | original via post |

# Attached forms

I hereby **attach the following scanned forms** and I commit myself to **send via post all respective originals** **prior to my start at the Agency.**

|  |  |  |
| --- | --- | --- |
| **Attached?** | **Form** | **For HR validation**  (do NOT fill this column) |
| Yes | **8)** Declaration of sickness insurance (see form below)  Note: This refers to the doc. n. 5) | original via post |
| Yes | **9)** Declaration of Interest Form (download [here](https://www.easa.europa.eu/sites/default/files/dfu/FO.HR_.00181%20Declaration%20of%20Interest.pdf))  Please make sure you complete all parts, incl. period of activity within past 5 years. Please fill the form in any case, also if you have no interests to declare as it will be EASA responsibility to assess it. | original via post |
| Yes | **10)** Declaration of receipt of a maintenance grant (see form below)  Note: This of course refers to your situation as of start of traineeship. | original via post |
| Yes  No  (I’m not interested) | **11)** Job Ticket subscription (see form below)  The JobTicket allows the holder to use public transportation within a specific area in NRW. For more info click [here](https://www.vrs.de/tickets/tickets-fuer-job-und-ausbildung/jobticket.html).  IMPORTANT: the Job Ticket must be returned to HR at the end of your traineeship period. A charge may be raised against you if you fail to comply. By signing this form, you confirm you have read and understood such condition. | original via post |
| Yes | **12)** EASA Financial Identification Form (download [here](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf))  The form is required for the payment of your traineeship grant. Payments can only be made in Euro to a bank within the EU.  Make sure the form is signed and stamped in original also by your bank. | original via post |

# Declaration

|  |  |
| --- | --- |
|  | I have *never* benefited or benefit from traineeship and/or employment (e.g. staff, interim, seconded national expert, consultant, etc.) within an [European institution or body](https://europa.eu/european-union/about-eu/institutions-bodies_en) (incl. EASA). |
|  | I hereby declare that the information provided is, to the best of my knowledge, true and complete. |
|  | I undertake to submit any further required documents, as soon as requested. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | Click here to enter a date. | **Signature** |  |

# To be completed on your first day at the Agency

Upon your start at the Agency you will be required to review the information you have provided so far and inform us of any changes.

I declare that the information provided did not change and I hereby confirm they are true and complete.

I would like to provide the following further information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Signature:** |  |