

Annex to the vacancy notice

1. 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 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.

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.

- 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
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.

2. 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.

3. EQUAL OPPORTUNITIES

CBE JU, as a European Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

4. 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. More information can be found in the Data Protection Notice [on the CBE website](#). 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).