

e-Application Quick Reference Card for Rotations and Publications v1.7

In This Reference Card

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General Information

What is e-Application?

e-Application is a system which allows concerned participants to apply for Rotation exercises and Publications.

Access and login

In order to participate in the rotation exercises and publications, you need to:

1. Open a web browser;
2. Copy one of the following URL: .

If ...	Then ...
you use the EEAS / Commission network (generally speaking, if you work from EEAS premises)	https://webgate.ec.europa.eu/eapplication/
you are on the internet (generally speaking, if you work from outside EEAS premises)	http://intragate.ec.europa.eu/eapplication/

3. If you are not authenticated yet, do so now using your ECAS login and password.



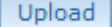
Terminology used

Please note that *staffing programme* is a general term which, in the current document it applies to *rotation exercises* and *publications*.

To Read Before You Apply

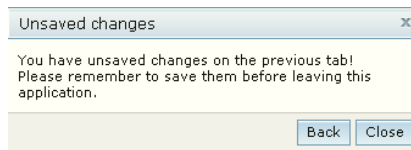
General remarks

1. You can fill in the application starting with any section (tab) you want (not necessarily in the order in which the tabs are displayed). You can start filling in information regarding the professional experience, for example, and then go back to the personal information.
2. Make sure you save the information before switching to a different tab.

Please note that you can save information either using the ,  or  buttons available in the page, according to the type of information in the tab. If no

Save button is available in the page, the information is saved automatically.

If you leave the tab without saving the information, a message will be displayed to inform you that there is unsaved information:



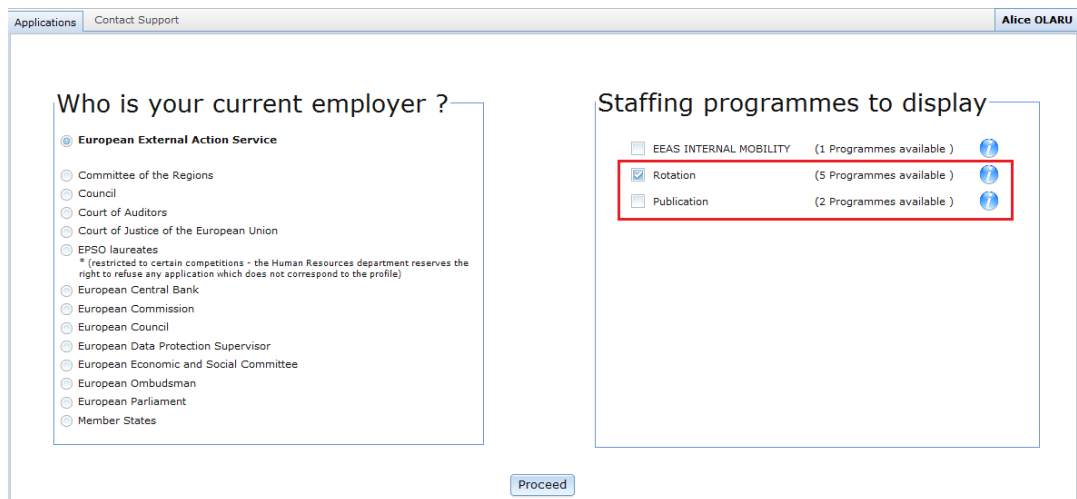
You can click **Back** and go back to that tab and save the information, or you can click **Close** and go on to the next tab without saving it.

3. Fields marked with an asterisk (*) are mandatory fields.

4. If there are mandatory fields which have not been filled in, an exclamation mark is displayed next to them when the user wants to leave that section.

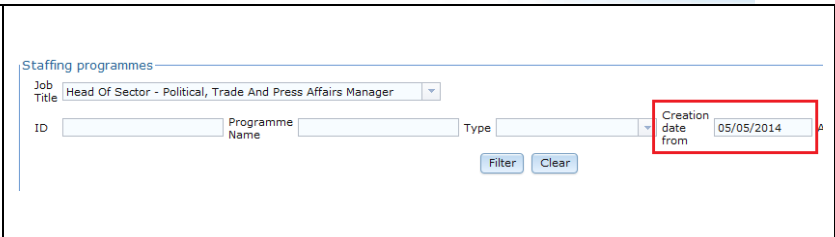
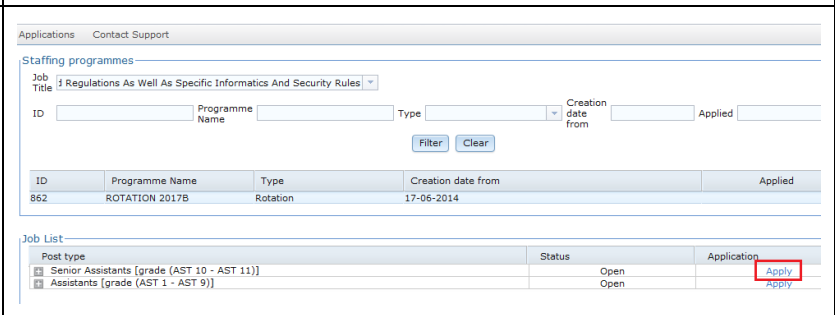
The e-Application screen

After logging in and accessing the **Applications** menu, the system displays the e-Application screen, where you need to select **your current employer** and a **Rotation Exercise** and/or a **Publication**:

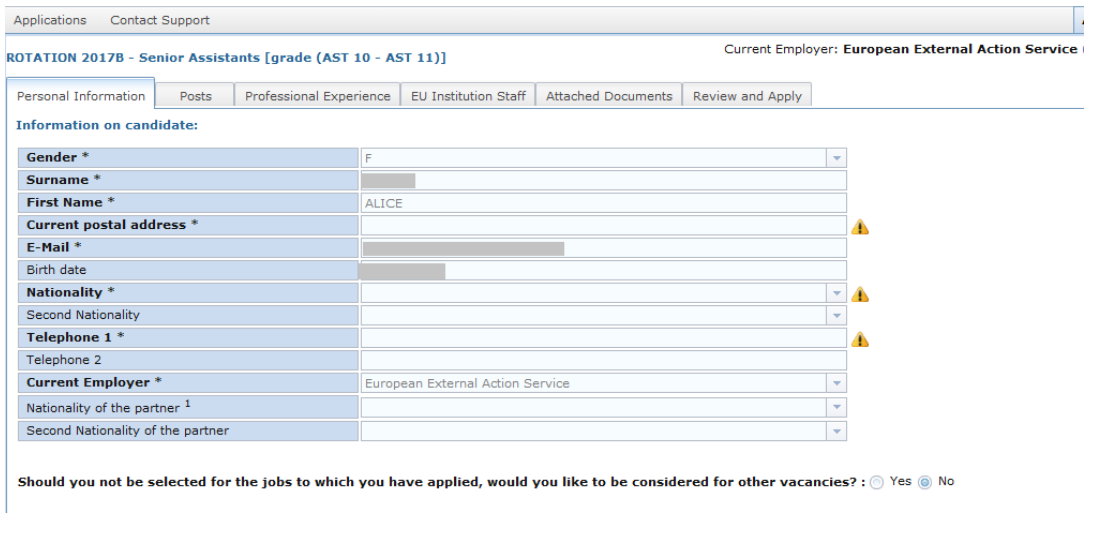


As a result, the system will display the following page whose main purpose is to permit candidates to select the Staffing Programme they want to apply for. To do so, the screen contains filters to easily identify the targeted programme:

What you can do	How																									
Search for a certain job title by typing the job name																										
Filter the list to see only the programmes you applied / didn't apply for	<table border="1"> <thead> <tr> <th>ID</th> <th>Programme Name</th> <th>Type</th> <th>Creation date</th> <th>Applied</th> </tr> </thead> <tbody> <tr> <td>401</td> <td>2015 ROTATION - EXTERNAL</td> <td>Rotation</td> <td>21-08-2013</td> <td>Not applied</td> </tr> <tr> <td>367</td> <td>ROTATION EEAS - 2014</td> <td>Rotation</td> <td>20-08-2013</td> <td>Applied</td> </tr> <tr> <td>862</td> <td>ROTATION 2017B</td> <td>Rotation</td> <td>17-06-2014</td> <td>Applied</td> </tr> <tr> <td>861</td> <td>Rotation 2017</td> <td>Rotation</td> <td>17-06-2014</td> <td>Applied</td> </tr> </tbody> </table>	ID	Programme Name	Type	Creation date	Applied	401	2015 ROTATION - EXTERNAL	Rotation	21-08-2013	Not applied	367	ROTATION EEAS - 2014	Rotation	20-08-2013	Applied	862	ROTATION 2017B	Rotation	17-06-2014	Applied	861	Rotation 2017	Rotation	17-06-2014	Applied
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861	Rotation 2017	Rotation	17-06-2014	Applied																						

<p>See what programmes were created since a certain date (for example, the last time you accessed e-Application)</p>	
<p>Apply for a job</p>	

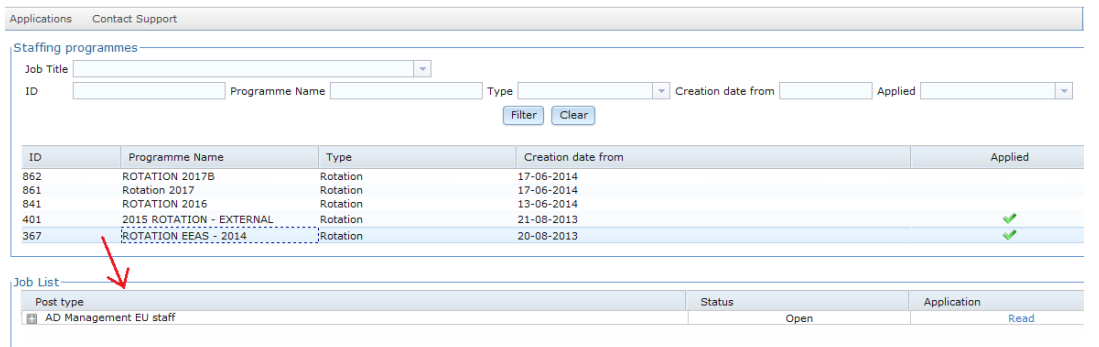
Finally, you will get to the rotations and publications exercise home screen:



Viewing the available jobs

Before proceeding to apply for a job, you can view the list of available jobs for each rotation and publication exercise.

For example, if you want to apply for ROTATION EEAS – 2014 and view what jobs are available, you can click on the programme. The list is displayed below:



ID	Programme Name	Type	Creation date from	Applied
862	ROTATION 2017B	Rotation	17-06-2014	
861	Rotation 2017	Rotation	17-06-2014	
841	ROTATION 2016	Rotation	13-06-2014	
401	2015 ROTATION - EXTERNAL	Rotation	21-08-2013	
367	ROTATION EEAS - 2014	Rotation	20-08-2013	✓

Post type	Status	Application
AD Management EU staff	Open	Read

The system displays a list which shows all the available jobs for that programme, with information on the *post type*, *status* and the *application status*.

Applying for Rotations Exercises and Publications

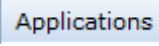
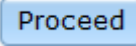


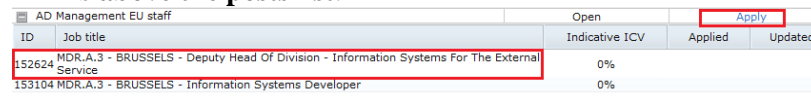
The application stages Following are the stages you should go through when applying.

Each stage is described in the following pages, in the order of occurrence:

Stage	Description
1	Select the staffing programme (below)
2	Enter personal information (on page 5)
3	Select a post (on page 6)
4	Enter professional experience information (on page 7)
5	Enter EU Staff information (on page 8)
6	Attach supporting documents (on page 9)
7	Review and submit the application (on page 9)

Stage 1 – Select the staffing programme

Follow the steps below:

Step	Description
1	Access the  menu.
2	Select your current employer . <i>Please note that the current employer information is always displayed in the upper right corner of the Information System and you can change it at any time.</i>
3	After that, in the Staffing programmes to display panel, select Rotation and/or Publication, and then click on  . Result: The system displays the screen where you must select the staffing programme for which you want to apply. <i>Please note that the available programmes have at least one of the following features:</i> <ul style="list-style-type: none"> • The Rotation(s) or Publication(s) for which the logged-in candidate has applied, and which are still within the Visibility Date of the programme. • The Rotations or Publications open for Applications, for which there are Types of Jobs available/accessible at the logged-in candidate's employer.
4	In the Staffing programmes panel, click on the programme in which you want to participate. Result: The system displays only the post types available/accessible according to your employer.
5	In the Job List panel, you can click the + sign next to the post type to display the posts available for that type:  AD Management EU staff .
6	Click the Apply link next to the post type. Please note that, if you expanded the list of posts, the Apply link is above the posts list :  

After clicking **Apply**, the system opens the application form, on the Personal Information tab.
For more information about filling in the application, please refer to the sections below.

Stage 2 – Enter personal information

Before you proceed, please note that:

1. For EEAS / European Commission ECAS users, the information on **gender, surname, first name, e-mail address, birth date, nationality and current employer** comes from the Sysper2 Information System and cannot be modified. In case any technical problem does not permit e-Application to retrieve some data from Sysper2, users can fill in these fields themselves.
2. The information you enter/modify here will be changed at the programme level, that is, it will change for all of the applications made within this rotation or publication exercise. For example, if you change the phone number when applying for an AD Non-Management post, the change will also be valid for the AD Management post application done before.

Access the Personal Information tab and fill in the following fields:

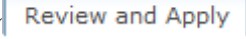
Field	Description
Gender	For registered users, the information comes from Sysper2 and cannot be modified. Drop-down list with compulsory choice between Male (M) and Female (F)
Surname	For registered users, the information comes from Sysper2 and cannot be modified. (Family Name) This text field accepts only alphabetical characters (hyphens included to separate combined surnames). The surname will be automatically converted in UPPERCASE letters.
First name	For registered users, the information comes from Sysper2 and cannot be modified. Text field accepting alphabetical characters (hyphens included to separate first and second name)
Current postal address	Text field accepting both alphabetical characters and digits
E-mail	For registered users, the information comes from Sysper2 and cannot be modified. External ECAS users can enter only one e-mail address here. Standard e-mail characters are accepted.
Birth date	For registered users, the information comes from Sysper2 and cannot be modified. Click on the field and a calendar will be displayed – you have to select a date, a month and a year. Once a date is chosen, the value is shown in the <i>dd/mm/YYYY</i> format.
Nationality	For registered users, the information comes from Sysper2 and cannot be modified. You can enter only one value here, which MUST be a European Union one. If you have a second nationality, this should be mentioned in the <i>Second nationality</i> field (see below).

Second Nationality	Only if you have a second nationality The maximum number of nationalities per candidate is two.
Telephone 1	Compulsory telephone number. The field MUST contain only numbers and the country code must be included.
Telephone 2	Optional telephone number The field MUST contain only numbers and the country code must be included.
Current Employer	For registered users the field is automatically filled in from Sysper2.
Nationality of the partner	You should make a selection here only if they have a partner.
Second Nationality of the partner	In case your partner has a second nationality. The maximum number of nationalities per candidate's partner is two.

Stage 3 – Select a post



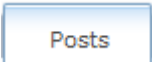
You must select **all the posts you want to apply for before submitting the**

application ( tab).



After applying once, there is no possibility to add another post to the list and apply again.

Please note that:

1. You must have at least 1 job selected per type of post you want to apply for.
2. The order in which posts are added represents your preference (the priority from your point of view). You can [change the posts preference](#) or delete any post **before submitting the application**.

The  tab contains the posts you selected (if any). The list shows information on your *preference, the country, city, type of post and indicative ICV* (the **Delegation** column).

Follow the steps below to select a post:

Step	Action
1	Make sure you are in the  tab.
2	In the Apply for a job panel, click the drop-down arrow and select a post.
3	Click  below. Result: The post is added to the list.

If you want to change the posts preference

You can change the preference for a post:

- Either by *changing the position of the entries existent in the list*, or
- By *choosing a different post from the complete list*.

In the first case:


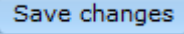
You have to *click the up and down arrows in the Preference column* (in the **Posts** screen). By clicking the up and down arrows, you can only move the item one position up or down.

In the second case:

You can replace a post (which was previously added to the list of preferences) with a new

post. For example, if the post occupies the first position in the list, the new one selected from the list (in the edit post screen) will become the first in terms of preference.

To change the post preference, follow the steps below:


Step	Action
1	Make sure you are in the Posts tab.
2	Click Edit  next to the post in the list which you want to change. Result: The system displays below the list of selected posts a dialog box with the name of the post and a drop-down arrow next to it, from where you can select another post.
3	Click the drop-down arrow and select the new post (which will subsequently occupy that position in the list).
4	Click  . Result: The new post is displayed in the list of preferences, replacing the old choice.

Stage 4 – Enter professional experience information

Please note that:

1. According to the type of job you apply for, there are different requirements regarding the information you should provide:
 - Professional Experience
 - External Relations Experience
 - Management Experience
 - Accountancy and Financial Matters
2. You should enter here the most relevant professional (full time) experience.
3. If you apply for a type of job for which you applied before, you can use the button **Import from Previous Applications** to import your professional experience data existent in the system.
4. The periods specified for the positions must not overlap.

Fill in the professional experience as follows:

Step	Action
1	Make sure you are in the Professional Experience tab.
2	Enter the following information for each position you want to add: Position held – The text field allows a maximum of 100 characters. From/To – Clicking on these fields will display a calendar. From date must be before To date. From date cannot be before the birth date and To cannot be after the date when the candidate is filling in the form.
3	Select the type of experience relevant for the type of job you apply for. <i>Please note that according to the box which is checked, extra fields are enabled.</i>
4	Click  at the end of the row. When adding the professional experience, the system automatically calculates the duration (expressed in years) according to the dates entered by the candidate in the From and To fields, and displays it in the Duration column. Also, a total duration for the experience (in years) is calculated automatically below the Duration column.



e-Application

Stage 5 – Enter EU Staff information



Only candidates from EU institutions must fill in this screen.

Fill in the following fields:

Field	Description
Personnel number	If the candidate is a Council member currently not in delegation, the text field allows a maximum of 100 characters. For the other candidates, the field is disabled for editing and contains a pre-filled value coming from Sysper2.
Grade	If the candidate is a Council member currently not in delegation, a drop-down box for the selection of the grade is available (with values from AST01 to AD16). For the other candidates (EEAS and Commission Staff members), the field is disabled for editing as the grade is retrieved from Sysper2.
Seniority in grade	For all the candidates except for Council members in a delegation, the field is disabled for editing and it displays a pre-filled value. If the Candidate is a Council member currently not in delegation, the field is a date picker where candidates (Council members) have to choose a date. The selected date MUST be previous or equal to the day in which the Candidate is filling in the form.
Current assignment	Drop-down menu with the following values: <ul style="list-style-type: none"> • in a delegation, in a management post, in current rotation (i.e., the current year) • in a delegation, in a management post, not in current rotation • in a delegation, not in a management post • in EEAS Headquarters • in Commission Headquarters • in GSC • in any other EU institution
Currently in 2nd consecutive posting	Check the Yes or No radio buttons.
Asking for double posting?	Check the Yes or No radio buttons. If the YES option is checked, extra fields are displayed. See the rows below for more information.
Name of partner	If you have a partner, fill in his/her first and last names.
Personnel number of partner	The text field allows a maximum of 100 characters.
Partner's employer	Choose one of the available values.

Stage 6 – Attach supporting documents

Please note:

1. The documents you upload have to be up-to-date.
2. You can upload **only one file for every field** (if you had already uploaded a file and then you upload a new one, the previous file is replaced).



Business-wise, this means that you will use one CV and one motivation letter to apply for all the posts in this staffing programme.

3. You can delete and/or upload a file at any time **before signing your application**.

Follow the steps below to upload documents:

Step	Action
1	Make sure you are in the Attached Documents tab.
2	Click Browse... next to the field where you want to upload a document. Result: The File Upload dialog box is displayed.
3	Choose a file and click Open . Result: The name of the file is displayed in the CV field, but the file is not uploaded in the system yet.
4	Click the Upload button below the list of attached documents. Result: The files are uploaded and saved in the system.

Stage 7 – Review and submit the application



After submitting the application:

1. You will only be able to modify **the postal address and the telephone number**; therefore, make sure all the information is correct before submitting it.
2. You cannot add any more posts to apply for. Therefore, before applying, make sure you have put in the list all the posts (the **Posts** tab) you want to apply for.
3. The PDF generated is accessible at any time in the application space, in the tab

Attached Documents

According to the status of your application form, the **Review and Apply** tab may display the following:

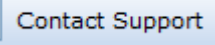
When your application is ...	Then the tab Review and Apply displays ...	And you need to...
Complete	A message in green, informing you that your application is ready to be submitted.	Click Apply to submit the application.
Incomplete	A message in red, informing you which missing information you need to fill in	<ol style="list-style-type: none"> 1. Complete your application with the information mentioned in this tab; 2. Access the Review and Apply tab again to submit the completed application.

When you submit the application, the system generates a PDF file which you can download immediately or download later from the **Attached Documents** tab.



In Case You Need Assistance

Follow the instructions below for further help:

For...	Please use...
technical support	the system menu  and then select <input checked="" type="radio"/> Technical Problem (Help Desk) .
correspondence concerning the selection procedures	the following email addresses: <ul style="list-style-type: none">• For Head of Delegation posts: CCA-SECRETARIAT@eeas.europa.eu• For Deputy Head of Delegation posts: EEAS-PUBLICATIONS@eeas.europa.eu• For Head of Section/Political Officer posts: AD-Non-Management-Rotation@eeas.europa.eu• For AD non Managements posts at HQ: EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu• For AST posts at HQ: EEAS-HQ-APPLICATIONS-AST@eeas.europa.eu
