

QUESTIONS/ANSWERS

RECRUITMENT

1. *My local authority does not issue certificates of residence. What documents could I provide instead?*

Your file manager considers this type of request on a case-by-case basis. Whilst most European countries do issue such a document, for the minority that do not, your file manager will ask you to provide recent proof of your residence (recent bills). Acceptance of this type of document remains very much the exception and concerns only a few European countries.

2. *It is very hard for me to obtain all the contracts and other evidence of professional experience at short notice. Can I be granted a longer period to do this than the ten days specified in the letter of interest?*

The main thing is that you reply to the letter of interest within ten days.

You may be given a reasonable additional period, but all the requested documents must be submitted to your file manager before an offer can be drawn up. Your recruitment will be delayed as a result, and you run the risk that the requesting service will no longer be interested in your application.

3. *What is the purpose of the declaration of absence of conflict of interest that contract staff are required to complete and submit upon recruitment?*

You must declare all professional activities carried out and posts held prior to taking up your duties at the European Parliament, so that potential conflicts of interest can be ruled out. The information provided must cover a continuous period of 5 years prior to your joining the European Parliament (including, where applicable, periods of study and periods without employment).

4. *How is my professional experience taken into account?*

It is in your interest, and your sole responsibility, to provide your file manager with all the documents requested in the letter of interest relating to all your professional experience (paid traineeships of more than 5 months, military service, work certificates, salary slips, etc.). Your professional experience will be calculated on the basis of some of those documents (diplomas, contracts, certificates, salary slips). The amount of this professional experience will determine your grade and, therefore, your salary.

We advise you to consult the annex 'Documents to be provided before an offer can be made' accompanying the letter of interest that has been/will be sent to you.

5. *Who is empowered to certify the copies of documents that I have to send you?*

National public authorities, including local and regional authorities; diplomatic and consular representations and judicial and police authorities; the following international organisations: UN, NATO, OECD, OSCE; bodies belonging, in whole or in part, to a Member State which have been authorised or recognised by that state to offer public services to citizens (e.g. national postal services); universities and other educational institutions, but only as regards diplomas they have issued; certain human resources departments of EU institutions and equivalent bodies; notaries and lawyers, only in countries where they are legally entitled to do so, namely, 'barristers' and 'solicitors' in the United Kingdom and the Republic of Ireland, 'advocates' in Malta and 'advogados' in Portugal.

6. *I have already sent documents (e.g. a birth certificate) to you as part of a previous recruitment procedure. Do I need to send them again?*

For the majority of documents, this is not necessary if the documents in your file are still valid and provide the information specified in the letter of interest you have just received. If new information is required, however, you will need to submit new documents.

If, between the end of your last period of employment at the European Parliament and the start of your new contract, you have acquired additional professional experience, but no relevant supporting documents have yet been included in your file, it is in your interest to inform us, since your total amount of professional experience will have increased. This additional period might have a bearing on your grade.

In all cases, however, you will have to provide a new, original extract from your police record.

If your identity document has expired in the interim, you will also have to submit a certified copy of the new document.

7. *How, if I am currently a freelance or self-employed, can I prove that I am free from all professional obligations?*

You will have to prove that you have terminated your self-employed status by providing a document issued by an official body (tax authority, pension fund, etc.) indicating an end date no later than the day before you take up your duties.

8. *What documents must I submit as evidence of my professional experience as a self-employed person?*

Your relevant professional experience will be calculated on the basis of the tax returns you have filed in the country in which you carried out your independent professional activities.

9. *Why does my professional experience not entitle me to a higher grade than the one you have classified me in?*

We have taken into account all the documents which you sent and calculated your total professional experience, and graded you, on that basis.

We have taken into account only the professional experience relevant to the function group to which you are being recruited. Professional experience at a lower level, even where it is proven, is not taken into account.

10. Can you take into account a diploma that I have obtained whilst under contract in the European Parliament?

In general, only diplomas obtained prior to the recruitment procedure are taken into account.

However, we may take into account a diploma obtained during your contract, either at the request of the DG or political group to which you are assigned, or if your contract is extended for a period of at least six months. In the latter case, your file will be reviewed before the extension agreement is drawn up. The same applies if you are rehired on a new contract after a break in your employment at the European Parliament. In all cases, a change in grade is possible only if your new diploma increases your total number of years of professional experience.

11. I am a university graduate and I have also completed a PhD. Should I send you this diploma? Might the subject of my thesis have a bearing on my salary?

It is in your interest to send us your PhD diploma. However, there is no need to send us your thesis as this will have no bearing on the calculation of your professional experience.

The PhD may, in certain clearly defined circumstances and after thorough consideration of your other diplomas and professional experience, earn you bonus points.

12. Can the pre-recruitment medical examination be conducted outside Parliament's premises (by my own doctor, for example)?

No. You must follow the instructions contained in the offer which has been/will be sent to you.

However, if you have previously had a medical examination in another European institution, please get in touch as soon as possible with Parliament's Medical Service, which will decide whether or not another examination is necessary. For more information on the Medical Services, please contact:

[Brussels Medical Service](#)

bmedical@europarl.europa.eu

Rue Wiertz, B-1047 Brussels

ASP 02F343

Tel. : +32 228 42 123

[Luxembourg Medical Service](#)

lmedical@europarl.europa.eu

KAD 00E831 ES

Tel. : +352 43 00 22 878

13. Is the Recruitment Unit also responsible for handling my pay and allowances (travel expenses, allowances, salary, reimbursement of removal expenses, temporary daily subsistence allowances, etc.)?

No. You should email the Individual Entitlements and Payroll Unit (PERSDI@europarl.europa.eu) for anything to do with this.

14. How do I know if I am eligible for other allowances (expatriation or foreign residence allowance, household allowance, dependent child allowance)? What documents must I provide?

The list of documents to be provided so that your allowances can be calculated is annexed to the offer which has been/will be sent to you. After taking up your duties, these documents will be considered by the Individual Entitlements and Payroll Unit (PERSDI@europarl.europa.eu) which will tell you the allowances to which you are entitled.

15. Can your unit help me to find accommodation in the city in which I am to be employed?

No. This is not our responsibility; Parliament has a Welcome Desk in Brussels (Accueilbru@europarl.europa.eu) and in Luxembourg (Accueillux@europarl.europa.eu), which you can contact by email.

For staff working in the information offices: Please get in touch directly with the information office to which you will be posted.

16. Can my Art. 3a contract be changed to an Art. 3b contract? And vice versa?

Yes, this may be possible.

If you have an Art. 3a contract, you can be offered an Art. 3b contract only if you are on a CAST list (<https://epso.europa.eu/>).

Similarly, if you have an Art. 3b contract, you can be offered an Art. 3a contract only if you are on a CEI list (a call for expressions of interest list).

17. Am I entitled to unpaid leave while I am a contract staff member?

Yes, this is possible subject to certain conditions. The period of unpaid leave may not exceed one quarter of the period of service that you have completed, or:

- 3 months, if you have completed less than 4 years' service;
- 12 months, if you have completed more than 4 years' service.

Applications are considered on a case-by-case basis.