

➤ Application for a translation traineeship for university graduates

This sample of the online form helps you to prepare your application before you submit it. All the fields appearing on the online form are reproduced in this sample.

Please take into account that in point 5 (Other), you are requested to specify the reasons why you are applying for a traineeship. You must write **approximately 1500-2000 characters in your mother tongue**. We suggest you prepare this text beforehand, save it (for example in Word format) and copy-paste when filling in the online form.

Please note that if you leave your application form inactive for 30 minutes, the data you have entered will be lost. We therefore advise you to read carefully the "Internal Rules Governing Translation Traineeships" before filling in the application form.

**:: General information**

|   |  |
|---|--|
| <b>Present surname</b>                    |  |
| <b>Surname at birth</b>                   |  |
| <b>Forename(s)</b>                        |  |
| <b>Address</b>                            |  |
| <b>Nationality</b>                        |  |
| <b>Second nationality</b>                 |  |
| <b>Second traineeship?</b>                |  |
| <b>Date of birth</b>                      |  |
| <b>Sex</b>                                |  |
| <b>Email</b>                              |  |
| <b>Phone</b>                              |  |
| <b>Mobile</b>                             |  |
| <b>Marital status</b>                     |  |
| <b>Do you have any dependent children</b> |  |
| <b>Type of traineeship</b>                |  |

**:: Languages**

| <b>Mother tongue</b> |  | <b>Level</b> |
|----------------------|--|--------------|
| <b>Language(s)</b>   |  |              |
|                      |  |              |

**:: Education**

**Higher education (University or equivalent)**

| <b>Name and address of the establishment:</b> | <b>Qualification obtained (specify main subjects):</b> | <b>Final grade:</b> | <b>Period of study and date when qualification (to be) obtained:</b> | <b>Official length of study (number of years):</b> |
|---|--|---------------------|--|--|
|   |  |                     |  |  |

**Post-graduate studies whether completed or ongoing**

| <b>Name and address of the establishment:</b> | <b>Qualification obtained or to be obtained (specify main subjects):</b> | <b>Final grade:</b> | <b>Period of study and date when qualification (to be) obtained:</b> | <b>Official length of study (number of years):</b> |
|---|--|---------------------|--|--|
|   |  |                     |  |  |

**Language studies**

| Name and address of the establishment: | Qualification obtained or to be obtained (specify main subjects): | Period of study and date when qualification (to be) obtained: | Official length of study (number of years): |
|--|---|---|---|
|  |   |   |   |
|  |   |   |   |

**Additional information on your language skills**

**:: IT skills**

| Software | Level |
|----------|-------|
|          |       |

**:: Other**

**Professional experience**

**Reasons for applying**

I hereby solemnly declare that :

- I have taken note of the Internal rules governing translation traineeships in the Secretariat of the European Parliament of 8 February 2013;
- the statements in this application are true and complete;
- I understand that any false statement or omission on my part, even if unintended, may lead to the rejection or cancellation of my application or termination of my traineeship;
- I have taken note that the processing of my application entails registration of my personal data and may involve distribution of this data to other Community institutions. If I want to receive further information or exercise my rights (such as the right to access or the right to correct my data), I note that I can contact the Training and Traineeships Unit of the Directorate-General for Translation.