INDEX

CDT ACCOUNT ........................................................................................................................................... 4
What is the CDT account and how can I create one? ........................................................................... 4
I have not received an e-mail confirming the creation of my CDT account. What should I do? ......... 5
I have forgotten my user ID. What should I do? ................................................................................. 5
I have forgotten my password. What should I do? .............................................................................. 5
My e-mail account is no longer active. How can I update my e-mail address in my CDT account? .......... 6
I already have a CDT account, which I created to apply to a previous selection procedure. If I want to apply to a new procedure, do I have to create a new CDT account? ....................... 6

THE ONLINE APPLICATION FORM ...................................................................................................... 6
How are my personal data used during a selection procedure organised by the Translation Centre? ................................................................. 6
Where can I find the application form? ................................................................................................. 7
How can I change the language of my application form? ................................................................. 7
How long does the online application take? ........................................................................................ 7
I have not finished filling in my application form as I don't have all the necessary information. What should I do? ......................................................................................... 8
I have finished filling in my application form and would like to submit it. How do I do this? ................. 9
I need to change some information in my application form. How do I do this? ............................... 10
Can I attach documents (e.g. Curriculum Vitae) to my online application form? ............................... 11
Can I print my application form and send it by post? ......................................................................... 11
Can I cancel my application to take part in a selection procedure? .................................................. 11
Can I still send in my application form after the deadline? ............................................................... 11
How will I be informed about the subsequent steps in the selection procedure? ............................ 12

SUPPORTING DOCUMENTATION ........................................................................................................ 12
What supporting documentation should be submitted with my application form? When should it be sent? .................................................................................................................. 12
Must the copies of supporting documentation be certified? .............................................................. 12
NATIONALITY ........................................................................................................................................... 13

What document can I submit to prove my nationality? ................................................................. 13

I am not a national of a Member State of the European Union. Can I take part in a selection procedure organised by the Translation Centre? ......................................................................... 13

EDUCATIONAL QUALIFICATIONS ............................................................................................................ 13

Can the Translation Centre advise whether my educational qualifications entitle me to participate in a selection procedure? .............................................................................................. 13

I have several educational qualifications. Which should I mention in my online application? ...................................................................................................................................................... 13

My educational qualification will not be awarded until after the closing date for applications. What can I do? ............................................................................................................................................... 14

I have a university degree. Can I participate in an AST selection procedure? ........................................ 14

PROFESSIONAL EXPERIENCE (if requested in the vacancy notice) .................................................. 14

I have professional experience in different fields. Which experience should I mention in my application form? ................................................................................................................................................. 14

What documents can I submit to attest to my professional experience? .............................................. 15

I do not have the required number of years of professional experience. Can I still apply? ........................................................................................................................................................................ 15

LANGUAGES ............................................................................................................................................ 15

Which is my main language and which is my second language? ...................................................... 15

In which language will the written and/or oral tests be held? ........................................................... 16

WRITTEN AND/OR ORAL TESTS ........................................................................................................... 16

Where and when will the written and/or oral test/s be held? .............................................................. 16

Can I change the date of my test/s? ....................................................................................................... 16

What should I bring with me? ............................................................................................................... 16

Do the tests have time limits? .................................................................................................................. 16

What happens if I fail one of the written and/or oral tests? ............................................................... 17

When will I receive the results of my test/s? .......................................................................................... 17

I need an attendance certificate to prove to my employer that I attended the test/s. How can I get one? ........................................................................................................................................... 17

LIST OF SUCCESSFUL CANDIDATES (RESERVE LIST) ................................................................. 17
My application was successful and I am on the reserve list. When will I be offered a post?........................................................................................................................................................................ 17

For how long is the list of successful candidates valid? ........................................................................................................................................................................ 17

TRAVEL EXPENSES................................................................................................................................................................................................. 17

What conditions must I meet to be eligible to receive a financial contribution for my travel and subsistence expenses? ........................................................................................................................................................................ 17

EQUAL OPPORTUNITIES ................................................................................................................................................................................................. 18

Are all applications and applicants treated in the same way at the Translation Centre? ......................................................................................................................... 18

CONTACT ................................................................................................................................................................................................. 18

I haven't found the answer to my question. How can I contact the Translation Centre? ......................................................................................................................... 18
CDT ACCOUNT

What is the CDT account and how can I create one?

The CDT account is the first stage you must complete to take part in our selection procedures. Once you have created a CDT account, you will be able to apply online and also fill in the required application form.

Creating an account is easy: on the ‘Jobs’ page of the website, simply click on ‘Apply’ on the right-hand side of the selection procedure in which you wish to participate.

At this stage, you will be required to:
1. Enter a user ID of your choice.
2. Enter an e-mail address, which must be valid and working.
3. Enter a password of your choice (with a minimum of six characters).
4. Confirm the creation of your account by clicking on ‘Submit’.

A few seconds later, you will receive an e-mail confirming that your account has been created.

YOU MUST HAVE A VALID E-MAIL ADDRESS. PLEASE ENSURE THAT IT IS ACTIVE AND THAT THE INBOX IS NOT FULL SO THAT YOU CAN RECEIVE THE E-MAIL CONFIRMING THAT YOUR ACCOUNT HAS BEEN CREATED.

DO NOT LOSE THIS E-MAIL!

Next, go back to the ‘Jobs’ page and click again on ‘Apply’ to start filling in the online application form.
I have not received an e-mail confirming the creation of my CDT account. What should I do?
Wait a few minutes and make sure that your e-mail inbox is not full. Otherwise, re-start the procedure to create a CDT account.

For any problems arising during the creation of your CDT account or any other technical problem (registration problems or error messages), please contact us by e-mail only at the following address: E-SELECTION@CDT.EUROPA.EU

I have forgotten my user ID. What should I do?
Check that you still have the e-mail confirming the creation of your CDT account which contains your user ID and password.
The system does not allow you to recover your user ID; therefore, if you do not have it, you will have to re-start the procedure to create a new CDT account.

I have forgotten my password. What should I do?
Simply click on ‘Forgotten password’.

You will now be required to:
1. Enter your user ID.
2. Enter your e-mail address.
3. Confirm by clicking on ‘Recover password’.

Your password will be sent to you by e-mail within seconds.
My e-mail account is no longer active. How can I update my e-mail address in my CDT account?

You cannot update your e-mail address, as it is linked to your CDT account. You will have to create a new CDT account using your new e-mail address.

I already have a CDT account, which I created to apply to a previous selection procedure. If I want to apply to a new procedure, do I have to create a new CDT account?

With your CDT account, you may apply to as many selection procedures as you wish, as long as you meet the selection criteria.

For certain selection procedures published and organised in parallel, there may be some restrictions, which will be clearly stated in the vacancy notice.

THE ONLINE APPLICATION FORM

How are my personal data used during a selection procedure organised by the Translation Centre?

Before you apply to take part in one of our selection procedures, please consult the following document, which explains how your personal data are used: SPECIFIC PRIVACY NOTICE – SELECTIONS AND RECRUITMENTS.
**Where can I find the application form?**

There is an application form for each selection procedure attached to the vacancy notice.

Once you have created your CDT account (see point A.1.), go back to the ‘Jobs’ page and click again on ‘Apply’ to start filling in the online application form. If you already have a CDT account, click directly on ‘Apply’ and log in.

**How can I change the language of my application form?**

The application form is available in English or French. You may fill in the form in English or French only. The language must be selected before you fill in the form.

Select the language (‘FR’ or ‘EN’) at the top of the page on our website.

**How long does the online application take?**

The full procedure can take some time given the large amount of information to be provided. This mainly concerns:

- qualifications/training: field of study, periods of study, level of studies and date of graduation/completion;
- professional experience (if requested): name and address of employer, nature of duties performed, and start and end dates;
- language skills;
- IT skills.

Before you begin filling in your application form, please ensure that you have all the necessary information to hand regarding your education and professional experience.

Likewise, we draw your attention to the importance of providing detailed information and double-checking the accuracy of the information, as this is subsequently checked against the supporting documentation, in accordance with the terms set out in the vacancy notice.
IN PARTICULAR, WE ADVISE YOU NOT TO WAIT UNTIL THE LAST FEW DAYS TO APPLY. PAST EXPERIENCE HAS SHOWN THAT THE SYSTEM CAN BECOME OVERLOADED AS SELECTION PROCEDURE DEADLINES APPROACH.

I have not finished filling in my application form as I don’t have all the necessary information. What should I do?

All you have to do is save your data by clicking on ‘Save and quit’, which can be found at the bottom of each page of the online application form.

The following message will then appear:

To re-open it at a later date, log in to the system and click on ‘Edit my application’.
I have finished filling in my application form and would like to submit it. How do I do this?

The procedure is simple, but you need to pay attention throughout:

1. Make sure that all of the information you have provided is correct and that the sworn statement on the last page of the application form has been completed.
2. Before submitting your application form definitively, we recommend that you print it out.
3. Click on ‘Submit’ to send your application definitively.
4. Confirmation that it has been sent will be requested.
5. A message confirming that it has been sent will appear.

NB:
YOUR APPLICATION WILL BE ACCEPTED ONLY IF YOU HAVE VALIDATED AND SUBMITTED YOUR APPLICATION FORM BEFORE THE DEADLINE.

DATA THAT HAVE BEEN SAVED ONLY WILL NOT BE TAKEN INTO CONSIDERATION FOR THE SELECTION PROCEDURE.
YOU WILL THEN RECEIVE AN E-MAIL CONFIRMING RECEIPT OF YOUR APPLICATION ALONG WITH YOUR APPLICANT NUMBER.

**DO NOT LOSE THIS E-MAIL!**

I need to change some information in my application form. How do I do this?

Throughout the entire period of publication of the vacancy, you may add to or change information in your application form (see point B.5. above), even if it has already been submitted.

After this period has elapsed, you will no longer be able to change your details. Only the following information may be modified upon request:

- Language for correspondence (EN or FR)
• Title
• Surname
• Name
• Maiden name
• Postal address
• Telephone numbers
• E-mail address

If you wish to change this information, please send an e-mail to the following address: E-selection@cdt.europa.eu, specifying your application number in the e-mail.

Can I attach documents (e.g. Curriculum Vitae) to my online application form?

You cannot attach documents to your application form. The information requested in the application form is sufficient for the Selection Committee to do its work. Supporting documentation will be requested at a later stage in the selection procedure (see ‘Supporting documentation’ below).

Can I print my application form and send it by post?

Only application forms validated and submitted online will be considered. However, people with disabilities or people whose specific circumstances might make online application difficult may send in a paper version of their application form, in which case the application form must be accompanied by a medical certificate or a certificate issued by a competent body recognising the applicant’s disability. You will also need to let us know if you have any special requirements so that we can take steps to make it easier for you to take part in the various tests. After the supporting documentation has been examined, specific measures appropriate to each case may be taken where possible to meet any requirements considered to be justified.

Can I cancel my application to take part in a selection procedure?

Yes, but you cannot cancel it yourself. Please e-mail the request to cancel your application to the following address: E-selection@cdt.europa.eu, quoting your application number.

Can I still send in my application form after the deadline?

No, it will no longer be possible to access the online application form after the deadline for online applications.
How will I be informed about the subsequent steps in the selection procedure?

Please be patient during the first few weeks following the deadline for online applications. During this period, the Selection Committee will meet to examine all of the applications received.

After this stage, applicants who are not invited to the written and/or oral tests will be the first to be informed by post. Applicants invited to the tests will be informed by post and e-mail. Following the tests, successful and unsuccessful applicants will be informed again by post and by e-mail.

For any additional information, you may e-mail your questions to the following address: E-selection@cdt.europa.eu, quoting your application number in all correspondence.

SUPPORTING DOCUMENTATION

What supporting documentation should be submitted with my application form? When should it be sent?

When requested by the Selection Committee, only applicants invited to the written and/or oral tests will be asked to provide supporting documentation. When you are invited to the test/s, you will be told when and how to submit the documentation. You must provide the Selection Committee with all the information and documentation to allow it to ensure that you meet the criteria set out in the vacancy notice on the date stated in the notice:

- Nationality: copy of a document proving nationality and a recent photo (passport format).
- Educational qualifications: copy/copies of qualification/s, examination certificate/s, etc.
- Professional experience: copy/copies of references, employment contract/s, etc.

The Selection Committee cannot undertake any research to check whether applicants meet all the criteria set out in the vacancy notice.

Must the copies of supporting documentation be certified?

No. At this stage in the procedure, there is no need to certify the documentation; only photocopies are required and, where possible, the English or French translations of these documents. Please note that the translations are requested only for information purposes and that the original language version is the valid version.

NB: if you are unable to provide this documentation and/or it does not correspond to that mentioned in the application form, your application will automatically be deemed null and void.
NATIONALITY

What document can I submit to prove my nationality?
In order to prove that you meet the nationality requirement, please provide a copy of a document proving your nationality: a passport, an identity card or any other official document expressly stating your nationality, which must be in force on the date of the deadline for online applications.

I am not a national of a Member State of the European Union. Can I take part in a selection procedure organised by the Translation Centre?
To take part in a selection procedure organised by the Translation Centre, you must be a national of a Member State of the European Union, unless an express derogation is delivered by the appointing authority.

EDUCATIONAL QUALIFICATIONS

Can the Translation Centre advise whether my educational qualifications entitle me to participate in a selection procedure?
The Translation Centre does not determine which qualifications are acceptable for each particular selection procedure. This decision must be taken by the Selection Committee, appointed for the selection procedure. Its decision is based on the information provided in your application form.

The Translation Centre website gives some examples of the minimum qualifications required for different categories, without prejudice to additional criteria being set for certain selection procedures: LIST OF EDUCATIONAL QUALIFICATIONS.

I have several educational qualifications. Which should I mention in my online application?
First, please mention the educational qualification that enables you to partake in the selection procedure (you will find the necessary information in point 1, ‘Admission criteria’, in the vacancy notice). Thereafter, you may also mention any other qualifications that you consider relevant and that could be advantageous to your application.
For post-secondary education, we advise you to give as much detail as possible, particularly about the subjects studied, length of studies, etc., so that the Selection Committee can evaluate the relevance of your qualifications in relation to the nature of the tasks.

If you have completed technical or vocational studies, or further or specialist studies, please indicate whether they were full-time, part-time or evening courses, in addition to the subjects studied and their official duration.

**My educational qualification will not be awarded until after the closing date for applications. What can I do?**

Any qualifications gained after this date cannot be taken into consideration. However, if you satisfy all the criteria before the deadline but do not yet have the necessary supporting documentation, you may take part in the selection procedure. When you apply, you must have a letter from the relevant educational authorities confirming that you have been awarded the necessary qualifications, at the very latest by the deadline for applications.

**I have a university degree. Can I participate in an AST selection procedure?**

Yes. As a university graduate, you may also take part in selection procedures for assistants provided that you meet the specific requirements for selection as described in the vacancy notice. Before applying and to avoid disappointment at a later stage, we would strongly advise you to read the vacancy notice very carefully, particularly the admission criteria and the section dealing with the nature of the duties.

**PROFESSIONAL EXPERIENCE (if requested in the vacancy notice)**

**I have professional experience in different fields. Which experience should I mention in my application form?**

In the application form, there are 10 separate boxes for describing your professional experience. If you have more than 10 entries, please select and enter the professional experience that you think is the most appropriate for the vacancy.

It is important that you provide as much detail as possible about the nature of the duties (250 words maximum for each entry in your application form) so that the Selection Committee can evaluate the relevance of your professional experience.
What documents can I submit to attest to my professional experience?

All periods of professional activity must be justified by supporting documentation, in particular:

- References from former employers and your current employer, specifying the nature of the duties performed, the start date, end date and level of the position held.
- If you cannot attach references from previous employers, photocopies of your employment contract/s together with photocopies of your first and final payslips may be submitted instead. These must be accompanied by a detailed description of the duties carried out.
- For non-salaried professional activities (e.g. self-employed professionals and freelance workers), invoices or order forms that describe the tasks carried out or any other kind of relevant official supporting documentation can be submitted.

I do not have the required number of years of professional experience. Can I still apply?

You must meet all of the eligibility requirements by the closing date for selection. The Selection Committee is not allowed to take into account professional experience acquired after this date and will therefore be obliged to exclude you from the selection procedure.

LANGUAGES

Which is my main language and which is my second language?

The main language is any language of which you have thorough knowledge, although it must be one of the 23 official languages of the European Union. This is most likely to be your mother tongue but can be any language of which you have thorough knowledge.

The second language, of which you must have at least a satisfactory knowledge, cannot be the same as the main language.

For some selection procedures, particularly those for translators, there may be other language requirements. Please refer to the vacancy notice.

It is up to you to decide how you define your language choices, as this will affect the way in which your language skills are tested.
In which language will the written and/or oral tests be held?

The languages required for the post, to be tested during the written and/or oral tests, are set out in the vacancy notice.

WRITTEN AND/OR ORAL TESTS

Where and when will the written and/or oral test/s be held?

The tests tend to be held in Luxembourg, but can be held wherever the Selection Committee decides. You will be sent an invitation with all the details of the tests by post and by e-mail. Generally, you will be sent an invitation two or three weeks before the tests start so as to give you time to organise your trip. The written and oral tests can be held on the same day, or a few days apart.

Can I change the date of my test/s?

The rules governing selection procedures do not allow for the written and/or oral test/s to be taken on dates and at times other than those set by the Selection Committee.

What should I bring with me?

Please make sure that you bring the following documents:

- Your identity card or passport to prove your identity.
- Your invitation to the test/s.
- Your travel documents for reimbursement (see section on Travel expenses below).
- Your application form, as well as supporting documentation to be given to the Selection Committee on the day of the oral test at the latest, if you have been unable to do this previously.
- If mentioned in the invitation, applicants should bring their own material, such as non-electronic dictionaries for selection procedures for translators.

All the necessary material, such as pens and paper, will be provided by the Translation Centre.

Do the tests have time limits?

All the tests have time limits. This will be stated clearly in your invitation and again at the start of each test.
What happens if I fail one of the written and/or oral tests?
In accordance with the selection procedure, you must obtain the minimum score required to pass the test/s to be put on the reserve list or offered the post. All of this information is provided in the vacancy notice. If you do not obtain the minimum score, you will fail the selection procedure.

When will I receive the results of my test/s?
The entire assessment stage may take several weeks. The results will be sent to all the applicants of the selection procedure at the same time, by post and by e-mail.

I need an attendance certificate to prove to my employer that I attended the test/s. How can I get one?
You can ask the human resources staff for an attendance certificate on the day of your test/s. If you do not get one on the day of your test/s, you can request one by sending an e-mail to the following address: E-selection@cdt.europa.eu.

LIST OF SUCCESSFUL CANDIDATES (RESERVE LIST)
My application was successful and I am on the reserve list. When will I be offered a post?
At this stage in the procedure, being on the list of successful candidates does not constitute any commitment on the part of the Translation Centre towards you. The Translation Centre will contact you as soon as there is a possibility for recruitment.

For how long is the list of successful candidates valid?
The list of successful candidates is valid for 12 months from its date of establishment; this period can be extended at the discretion of the relevant appointing authority of the Translation Centre. If it is extended, you will be informed by post. For this reason, it is important to provide us your current address so that we can send you the relevant information.

TRAVEL EXPENSES
What conditions must I meet to be eligible to receive a financial contribution for my travel and subsistence expenses?
You are eligible to receive a financial contribution if you have to travel more than 150 km.
This distance is calculated from your place of residence (as stated in your application form) to the place of arrival. Please click on the following link for more information about how to apply for this contribution, the documents you have to provide and the flat rates that apply: ‘ANNEX WITH THE TERMS OF TRAVEL EXPENSES’

EQUAL OPPORTUNITIES

Are all applications and applicants treated in the same way at the Translation Centre?

The equal opportunities policy at the Translation Centre is applied to recruitment procedures, meaning that all applications are considered without prejudice to age, race, political, philosophical or religious beliefs, gender, sexual orientation, disability, marital status or family circumstances.

CONTACT

I haven’t found the answer to my question. How can I contact the Translation Centre?

The vacancy notice, the tips provided before starting your online application, the Translation Centre website and, in particular, the Frequently Asked Questions (FAQ) section should contain all the information you need to complete your application to take part in a selection procedure.

However, if you do not find a suitable answer, you can e-mail your questions to us at the following address: E-selection@cdt.europa.eu (the inbox is checked daily and your questions are replied to without delay).