



## **ANNEX TO THE VACANCY NOTICE**

### **HOW TO SUBMIT YOUR APPLICATION**

- Please submit your application online by means of the EEA online application tool at <https://jobs.eea.europa.eu/>
- The online tool is the only acceptable means 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 an EEA account and fill in an application form. The application form will contain specific questions related to the position and they 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 in their application form the correct email address as this will be the main channel of communication for correspondence relating to the selection procedure.

**Please ensure that you observe the following:**

**Remember to take time zones into consideration when sending your application.**

**Please note that completing the education and work experience sections of your application is a formal requirement. Candidates who fail to provide all relevant information in these sections to demonstrate that they meet the eligibility criteria will be disqualified from the selection procedure. In case where you do not demonstrate under these sections that you meet the eligibility criteria in terms of education and work experience, your application will not be considered further and any information provided in other sections of your application will not be considered in lieu thereof.**

**Please note that replying in substance to the job specific questions is a formal requirement and failing to respond to all questions will lead to the disqualification from the selection procedure. A reference to education and/or work experience and/or a CV does not suffice and does not replace a reply in substance and will not be considered in lieu thereof.**

**Once your application has been submitted, you will receive an automatic reply.**



**It is your responsibility to keep the automatic reply message as proof of submission of your application.**

**Should you not receive an automatic reply message, please check whether the e-mail has been filtered by the spam filter set up on your e-mail account. Please re-submit your application if this is not the case, or contact Human Resources Management (HRM) at [recruitment.enquiries@eea.europa.eu](mailto:recruitment.enquiries@eea.europa.eu).**

**It is the responsibility of the candidates to complete the online applications before the submission deadline stated in the vacancy notice. Candidates are strongly advised not to wait until the last few days before the deadline since heavy internet traffic or a problem with their internet connection could lead to not being able to submit the application on time.**

- If you have a disability or a condition which might require special arrangements for taking the tests, you 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 HRM at [recruitment.enquiries@eea.europa.eu](mailto:recruitment.enquiries@eea.europa.eu). Candidates should also contact HRM in case candidates encounter technical issues while filling-in the application form or their candidate profile or during the selection procedure.

***PERSONAL DATA PROTECTION:***

Any personal data provided by the applicant shall be processed pursuant to European Regulation related to personal data protection, in particular Regulation (EU) 1725/2018. This applies in particular to the confidentiality and security of such data.

Personal data shall be processed solely for the purposes of this selection procedure.

The applicant shall have the right of access to his/her personal data and the right to rectify or update any such data that is inaccurate or incomplete at any time during the application procedure. The right to rectify can only be exercised up to the closing date for submission of applications. However, inaccurate identification data may be rectified at any time during and after the application procedure. Any request for access or rectification of personal data shall be addressed in writing to the e-mail address:

[recruitment.enquiries@eea.europa.eu](mailto:recruitment.enquiries@eea.europa.eu).

The applicant can, upon request, be provided with their evaluation results at all stages of the selection procedure. The request must be submitted to the Human Resource Management



Group at the e-mail address:

[recruitment.enquiries@eea.europa.eu](mailto:recruitment.enquiries@eea.europa.eu).

The Agency does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the Agency's senior management team may have access to reserve lists and in specific cases, to the application of a candidate.

Should the applicant have any queries concerning the processing of his/her personal data, s/he shall address them to the European Environment Agency at the following e-mail address:

[dpo@eea.europa.eu](mailto:dpo@eea.europa.eu)

Applicants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) if they consider that their rights under Regulation (EU) 1725/2018 have been infringed as a result of the processing of their personal data by the EEA.

For further detailed information please refer to the privacy statement available on the EEA website at the following address: <https://www.eea.europa.eu/about-us/jobs/privacy-statement-1>.

### ***EQUAL TREATMENT:***

EEA is an equal opportunities employer and accepts applications without distinction on the grounds of gender, colour, racial, social or ethnic origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, marital status or family situation, or any other status. Staff is recruited on the broadest possible geographical basis from among nationals of all EEA member countries.

### ***REQUESTS, COMPLAINTS AND APPEALS***

#### **1. Requests for feedback**

Candidates to a selection procedure can request feedback regarding their results. They should expect to receive an answer at the latest within 15 working days from the request. Please note that the request for feedback does not extend the deadlines to submit a request for internal review or administrative complaint under Article 90(2) of the Staff Regulations.

#### **2. Requests for internal review**

Candidates can request a **review** of any decision of the Selection Committee or EEA that establishes their results and/or determines if they can proceed to the next stage of the selection procedure or are excluded therefrom.

Requests for internal review may be based on one or more of the following reasons:



- a material irregularity in the competition process,
- non-compliance, by the Selection Committee or EEA, with the Staff Regulations and relevant implementing rules, the vacancy notice, its annex and/or case-law.

Please note that candidates are not allowed to challenge the validity of the Selection Committee's assessment concerning the quality of their performance in a test or the relevance of their qualifications and professional experience. This assessment is a value judgment made by the Selection Committee and disagreement with the Selection Committee's evaluation of the tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Arrangements for requests for review are as follows:

- **procedure:** requests for review should be sent to [recruitment.enquiries@eea.europa.eu](mailto:recruitment.enquiries@eea.europa.eu);
- **deadline:** within 10 calendar days from the date on which the contested decision is notified to the concerned candidate;
- **information to be provided:** the candidate shall clearly indicate the decision she/he wishes to contest and on what grounds.

Requests received after the deadline will not be taken into account.

Candidates having requested a review will receive an acknowledgment of receipt within 15 working days. The instance which took the contested decision (either the Selection Committee or EEA) will analyse and decide on the requests and candidates will receive a reasoned reply in accordance with the [EEA Code of Good Administrative Behaviour](#).

If the outcome is positive, candidates will be re-entered in the selection procedure at the stage at which they were excluded regardless of how far the selection has progressed in the meantime.

### 3. Complaints procedure

Candidates to a selection procedure have the right to address a **complaint** under Article 90(2) of the Staff Regulations to the Executive Director of EEA.

A complaint can be submitted against any decision, or lack thereof, that directly and immediately affects the legal status as candidate. The Executive Director of EEA cannot overturn a value judgment made by the Selection Committee concerning the assessment of the relevance of candidates' qualifications and professional experience and of their performance in a test.

Arrangements for administrative complaints are as follows:

- **procedure:** complaints shall be submitted at the following address:  
[recruitment.enquiries@eea.europa.eu](mailto:recruitment.enquiries@eea.europa.eu)

The Executive Director  
European Environment Agency

Selection procedure Ref.: *(please provide the relevant reference of the vacancy)*



Kongens Nytorv 6  
DK – 1050 Copenhagen K  
Denmark

- **deadline:** complaints must be lodged within 3 months from the date on which the contested decision was notified to the candidate or from the date by which a decision should have been made,
- **information to be provided:** the complainant shall indicate clearly the decision she/he wishes to contest and on what grounds.

Complaints received after the deadline will not be taken into account.

#### 4. Judicial appeal

Candidates to a selection procedure have the right to submit a judicial appeal to the General Court, under Article 270 of the TFEU and Article 91 of the Staff Regulations.

Please note that appeals against decisions taken by EEA will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been submitted and rejected by express decision or by implied decision.

Arrangements for judicial appeals are as follows:

- **procedure:** please consult the website of the General Court (<https://curia.europa.eu/site/>).

#### 5. European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman **pursuant to Article 228 of the TFEU**.

Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see Sections 2 and 3).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

- **procedure:** please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu>)

#### **For questions only:**

E-mail (Questions only)	Should you have any questions, please contact <a href="mailto:recruitment.enquiries@eea.europa.eu">recruitment.enquiries@eea.europa.eu</a>
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