

# EUSPA E-RECRUITMENT GUIDELINE

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## 1. INTRODUCTION

This guideline is designed to assist you in using the European Union Agency for the Space Programme (EUSPA) e-recruitment tool. It provides a detailed description of the online procedure by showing you the different screens, which will appear as you go through the creation of your EUSPA account and submission of your application.

All vacant posts are published on our internet site. The method to apply for calls is mentioned in the relevant vacancy notice as it varies depending on the type of the post.

To apply through the e-recruitment tool you need to first create your account online in the system and then fill in the online application form for each of the selected positions.

**EUSPA’s system supports the most used Internet browsers but for ultimate compatibility it is recommended to use Google Chrome. If you encounter any issues, please consider changing the browser first before contacting us. The use of mobile devices to fill in the application form is not recommended.**

Should you have any questions please contact [JOBS@euspa.europa.eu](mailto:JOBS@euspa.europa.eu).

Thank you for your interest in EUSPA and good luck with your application!

## 2. VACANCY NOTICES

All our vacant posts can be found on the EUSPA website

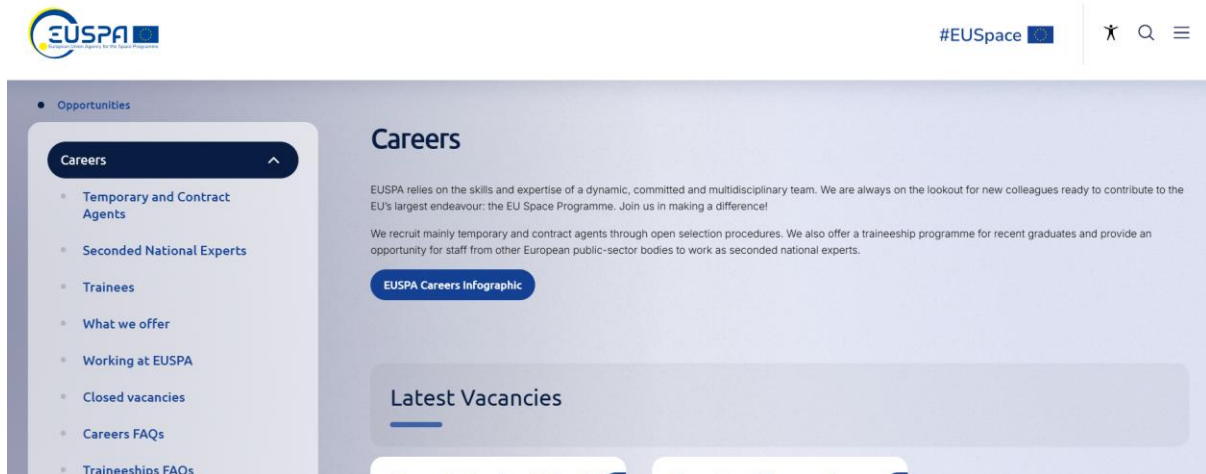
<https://www.euspa.europa.eu/about/careers-euspa> under the heading “Opportunities” -> “Careers” on the upper left-hand side of the EUSPA homepage.



Here you can view the list of vacancies for

- Temporary Agents and Contract Agents
- Seconded National Experts
- Traineeships

with the deadline for submission of applications for each one of them.



In the vacancy list you can consult the published vacancy notices and you can initiate the formal application process by clicking on: **Apply**

This step will take you to the e-recruitment tool ([Vacancies - EUSPA Job Opportunities](#)).

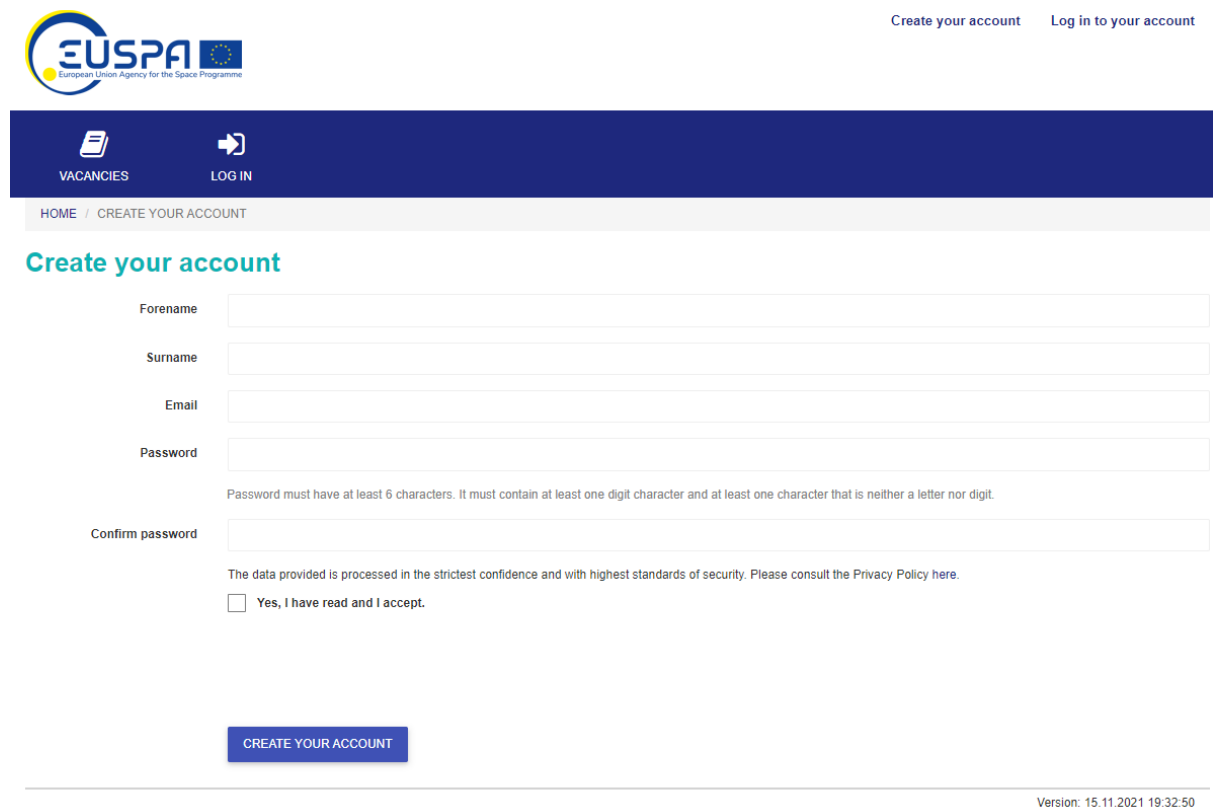
### 3. APPLYING FOR A VACANCY - CREATION OF A EUSPA ACCOUNT

If this is your first time using our online tool to apply for a position, you have to register first and create your account.

By clicking **LOG IN** or **APPLY** you get to the login window where you can create a new account and enter your account once it is created.

You can create your account by clicking on the **CREATE YOUR ACCOUNT** button. You are then directed to a page containing fields to fill in with your forename and surname. You need to enter a valid email address and select a password of at least 6 characters containing at least one number and one character which is neither a letter nor a digit.

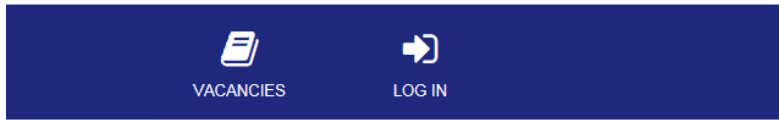
Before creating your account, you will be asked to read, understand and agree with our privacy policy on personal data protection.



The screenshot shows the EUSPA website interface for account creation. At the top right, there are links for "Create your account" and "Log in to your account". Below the EUSPA logo, a dark blue navigation bar contains "VACANCIES" and "LOG IN" buttons. A breadcrumb trail shows "HOME / CREATE YOUR ACCOUNT". The main heading is "Create your account". The form includes input fields for "Forename", "Surname", "Email", and "Password". A note specifies: "Password must have at least 6 characters. It must contain at least one digit character and at least one character that is neither a letter nor digit." There is a "Confirm password" field below. A privacy notice states: "The data provided is processed in the strictest confidence and with highest standards of security. Please consult the Privacy Policy here." Below this is a checkbox for "Yes, I have read and I accept." At the bottom of the form is a blue "CREATE YOUR ACCOUNT" button. The footer of the page indicates "Version: 15.11.2021 19:32:50".

As soon as this is done, you will be requested to finish the process by checking your mailbox. You will have to click on the link sent in the e-mail to activate your account (this procedure is needed to ensure that the e-mail address you have provided is valid and correctly spelled).

Once you have clicked on the above-mentioned link, you are re-directed to a page confirming that your account has been activated and providing the link enabling you to continue the application procedure.



## Confirm Email

Thank you for confirming your email. Please [Click here to Log in](#)

You can now log in for the first time using your email and password.

If you forget your password, this email address will be used to send a link to reset your password.



## Log in to your account

Email

Password

The data provided is processed in the strictest confidence and with highest standards of security. Please consult the [Privacy Policy](#) here.

Remember me?

[LOG IN TO YOUR ACCOUNT](#)

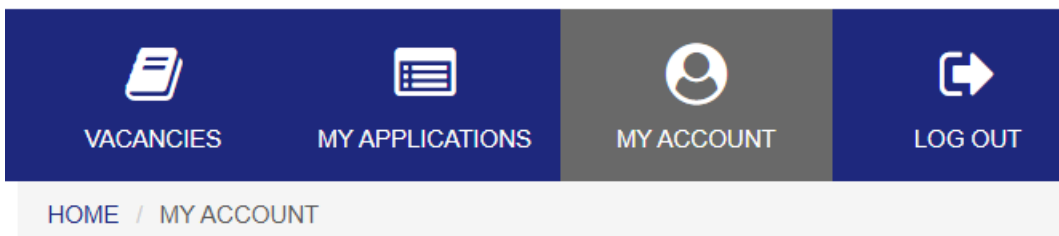
[CREATE YOUR ACCOUNT](#)

[Forgot your password?](#)  
[Resend the confirmation email](#)

Version: 15.11.2021 19:32:50

Please beware that you can have only one account. You may be excluded at any stage of the selection procedure if it is discovered that you are registered under multiple accounts.


Should you wish to change your password or an email address associated with your account, you can do so in the section MY ACCOUNT.






[CHANGE YOUR PASSWORD](#)

[CHANGE YOUR EMAIL](#)


## 4. APPLYING FOR A VACANCY - FILL IN THE ONLINE APPLICATION FORM

Once you have logged in, you will land on a page where you can see the ongoing vacancies and start the online application process for the vacancy of interest by clicking on the  button.

VACANCIES	MY APPLICATIONS	MY ACCOUNT	LOG OUT				
Current vacancies	Previous vacancies						
Reference	Job title	Type of contract	Grade	Place of Employment	Deadline ↓	Status	
EUSPA/TR/ADM/2026	Traineeship in Corporate Services & Administration	Traineeship		Czech Republic / France / Netherlands / Spain	30.06.2026 11:59 AM	Open for applications	
EUSPA/TR/OPS/2026	Traineeship in Space Programme Operations	Traineeship		Czech Republic / France / Netherlands / Spain	30.06.2026 11:59 AM	Open for applications	
EUSPA/2026/AD/003	Financial Officer	Temporary Agent	AD7	Prague / Czech Republic	24.03.2026 11:59 AM	Open for applications	

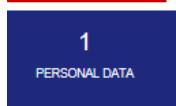
Read the Vacancy Notice (by clicking on its job title) to make sure you meet all the eligibility requirements and use it as a reference document when applying. You are expected to include in your application form elements that demonstrate that your profile matches the selection requirements listed in the vacancy notice.

Leave yourself plenty of time to complete your application, as it requires considerable work. The responsibility to validate your application before the deadline is entirely yours.

You can fill in the sections in any order you wish. To pass from one section to another you can click either on the relevant section heading or on the  button at the bottom of each page.

We recommend that you regularly save your progress by using the SAVE AS DRAFT button.

### 4.1. PERSONAL DATA



In the first part, please fill in your personal data.

Dates and phone numbers must be inserted in the following format to be recognised by the system:

Dates: dd.mm.yyyy

Telephone numbers: +420123456789

If your Contact address is the same as your Permanent address, you can click on the tick box *Contact address is same as permanent address*.

## 4. 2. EDUCATION

1

PERSONAL DATA

2

EDUCATION

In this section you need to insert the educational qualifications you have obtained.

**IMPORTANT** - The eligibility of your application will be determined based on the **education level** you declare.

You can refer to the following link to check the qualifications corresponding to the education level required [https://epso.europa.eu/documents/2392\\_en](https://epso.europa.eu/documents/2392_en)

Examples:

1. If you hold a Bachelor degree of 3 years followed by a Master degree of 2 years, you must record both diplomas separately:
  - a. Use the drop-down option “*University studies of 3 years*” to record the first diploma obtained (Bachelor) and
  - b. Use the option “*University studies of 4 years or more*” to record the second degree obtained (Master)
2. If you hold a degree of 5 years you must use the drop-down option “*University studies of 4 years or more*” to record the diploma obtained
3. If you apply for a Temporary Agent position grade AD7, the eligibility requirements for education and professional experience are as follows:

*A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more*

OR

*A level of education which corresponds to completed university studies attested by a diploma and at least one year of appropriate professional experience when the normal period of university education is three years.*

*In addition to the above, appropriate professional experience of at least six years*

Therefore, if you apply for such a position, when filling your online application make sure to use the option “*University studies of 4 years or more*” and to insert at least 6 years of work experience after the date of obtaining this qualification OR use the option “*University studies of 3 years*” and insert at least 7 years of work experience after the date of obtaining this qualification.

4. The “Other studies” option in the drop-down menu should only be used for education that you wish to highlight in addition to the relevant degree/s required for the post according to the eligibility criteria. Please ensure that the studies inserted under this option are not relevant for satisfying the eligibility criteria, as they are not taken into account for the calculation of the eligibility but for evaluation purposes only.

Should you wish to reorder or add more degrees or certificates, please use the navigational buttons below.



#### 4. 4. KNOWLEDGE OF LANGUAGES

1 PERSONAL DATA	2 EDUCATION	3 PROFESSIONAL EXPERIENCE	4 KNOWLEDGE OF LANGUAGES
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In section 4 you are asked to indicate your knowledge of **at least two EU languages** to be considered as eligible (consult the eligibility criteria set in the vacancy notice).

Please indicate which languages you speak, and your overall level.

Levels: A1/2 = Basic user, B1/2 = Independent user, C1/2 = Proficient user – according to the Common European Framework of Reference for Languages:

<http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

#### 4. 5. REFERENCES

1 PERSONAL DATA	2 EDUCATION	3 PROFESSIONAL EXPERIENCE	4 KNOWLEDGE OF LANGUAGES	5 REFERENCES
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In section 5 you are required to provide names, job titles and contact details of at least two professional references (preferably direct supervisors) who may be contacted.

If applicable, you can tick the button:  **Yes, my prior consent is needed** to indicate that the reference person can be contacted only upon your consent.

Please note that incomplete information in this section may jeopardise your application.

#### 4. 6. MOTIVATION LETTER

1 PERSONAL DATA	2 EDUCATION	3 PROFESSIONAL EXPERIENCE	4 KNOWLEDGE OF LANGUAGES	5 REFERENCES	6 MOTIVATION LETTER
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Your motivation letter should be included under this section. You should explain the reasons why you would like to work for the Agency and for the position you are applying for. You can explain your vision for the position, what it can bring you, and how you can contribute to the department and to EUSPA.

#### 4. 7. JOB SPECIFIC QUESTIONS

1 PERSONAL DATA	2 EDUCATION	3 PROFESSIONAL EXPERIENCE	4 KNOWLEDGE OF LANGUAGES	5 REFERENCES	6 MOTIVATION LETTER	7 JOB SPECIFIC QUESTIONS	8 GENERAL QUESTIONS	9 DECLARATION
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Some vacancy notices include a section with job specific questions, which invite you to elaborate further on how you meet the selection criteria in the vacancy notice. Use this section to highlight the parts of your professional experience most relevant to the question.

#### 4. 8. GENERAL QUESTIONS

1 PERSONAL DATA	2 EDUCATION	3 PROFESSIONAL EXPERIENCE	4 KNOWLEDGE OF LANGUAGES	5 REFERENCES	6 MOTIVATION LETTER	7 JOB SPECIFIC QUESTIONS	8 GENERAL QUESTIONS	9 DECLARATION
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In this section you are requested to add information regarding any security clearance you might have obtained and the channel that made you aware about the vacancy notice. Should you have a disability

or a need for special arrangements for the selection tests, please use the last question to indicate that. EUSPA will contact you via email to acquire more details if needed to accommodate your request.

## 4. 9. DECLARATION

1	2	3	4	5	6	7	8	9
PERSONAL DATA	EDUCATION	PROFESSIONAL EXPERIENCE	KNOWLEDGE OF LANGUAGES	REFERENCES	MOTIVATION LETTER	JOB SPECIFIC QUESTIONS	GENERAL QUESTIONS	DECLARATION

- I declare that the information provided is, to the best of my knowledge, true and complete.
- I further declare that:
  - I have not been deprived of my civic rights
  - I have complied with the provisions of all military recruitment laws applicable to me
  - I am willing to undergo the prescribed medical examination prior to appointment and to provide evidence to the effect that I do not have criminal record
  - I am willing to apply for a security clearance when required to do so if recruited by the Agency (Ref.: Regulation (EU) No 512/2014 and Commission Decision (EU, Euratom) 2015/444)
  - I undertake to submit, as soon as requested, any documents in support of the above statements and declarations
  - I am aware that any false statement or omission, even if unintended on my part, may lead to the cancellation of my application or may cause the termination of my appointment
  - If recruited, I undertake to sign a declaration of commitment to act independently in the Agency's interest and to declare any interests that might be considered prejudicial to my independence
  - I have read the Privacy Statement and I agree to have my data processed accordingly

The last section includes the final declaration that you are requested to confirm by ticking on the button:

**Yes, I agree with the declaration above**

## 5. SUBMIT YOUR APPLICATION

**SUBMIT YOUR APPLICATION**

As soon as you click on the **SUBMIT YOUR APPLICATION** button, your application is submitted and stored in the system for the specific vacancy you have applied for.

To be able to submit your application, you must fill all mandatory fields marked with "\*". The system will highlight missing mandatory fields **IN RED** only at the end of the application procedure.

### Please correct form errors

- The Nationality field is required.
- The Country of birth field is required.
- The Street field is required.
- The Postal code field is required.
- The City field is required.
- The Country field is required.
- The Street field is required.
- The Postal code field is required.
- The City field is required.
- The Country field is required.
- The Mobile field is required.

1	2	3	4	5	6	7	8
PERSONAL DATA	EDUCATION	PROFESSIONAL EXPERIENCE	KNOWLEDGE OF LANGUAGES	REFERENCES	MOTIVATION LETTER	FINAL QUESTIONS	DECLARATION

To be able to submit your application you must fill all mandatory fields marked with "\*". Before submitting your application you may save information at any time by using the SAVE AS DRAFT button. Once you submit your application you can modify and re-submit it until the deadline.

<b>Position</b>	<b>Type of contract</b>	<b>Reference number</b>
Human Resources Department Traineeship	Traineeship	EUSPA/TR/HR/2021

**Surname \***

**Forename \***








**Maiden name**

**Gender \***

If your application contains any dangerous HTML tags, these will be sanitised and removed from your application. We advise you to avoid inserting HTML code into the editor, use the editing options provided in the tool and copy-paste always 'as plain text'.

Once you submit your application, you will receive a confirmation message in your mailbox and be redirected to the page where all your applications to EUSPA vacancies are stored.

Under MY APPLICATIONS you can VIEW your application and you can EDIT it until the deadline expires.

Reference	Application number	Job title	Type of contract	Grade	Submitted	Deadline		Status
EUSPA/2021/AST/4	APP00656	AST testing Security Specialist	Temporary Agent	AST1	19.11.2021 11:32 AM	20.11.2021 12:00 AM		Your CV is evaluated
EUSPA/2021/AST/8	APP00687	AST HR Specialist	Temporary Agent	AST4	18.11.2021 02:41 PM	19.11.2021 12:00 AM		Your CV is evaluated
EUSPA/2021/AST/7	APP00686	AST IT Specialist	Temporary Agent	AST3	18.11.2021 02:40 PM	19.11.2021 12:00 AM		Your CV is evaluated
EUSPA/2021/AST/6	APP00685	AST Galileo Specialist	Temporary Agent	AST2	18.11.2021 02:39 PM	18.11.2021 04:00 PM		You have been placed on RESERVE LIST
EUSPA/2021/AST/5	APP00646	AST testing HR Specialist	Temporary Agent	AST4	09.11.2021 05:28 PM	09.11.2021 11:00 PM		You have NOT been OFFERED the position
EUSPA/2021/AST/2	APP00655	AST testing Financial Specialist	Temporary Agent	AST3	09.11.2021 05:09 PM	09.11.2021 11:00 PM		You have been placed on RESERVE LIST
EUSPA/2021/AST/3	APP00661	AST testing ICT Specialist	Temporary Agent	AST2	09.11.2021 04:51 PM	09.11.2021 11:00 PM		You have been placed on RESERVE LIST

If you have the below next to an application in your profile, this indicates that your application is in draft state and **has not** been submitted.



Following receipt of your application, in line with the EUSPA recruitment process, it will be screened and assessed by a Selection Board. Eventually, you may be invited to tests and interviews and, if successful, you will be recruited. You can follow the status of your application in the section My Applications. It is important to note that, regardless of the results of your application, positive or negative, you will receive information about it as soon as this is available and confirmed by the relevant Selection Board.

## 6. DISCLOSING PERSONAL RELATIONSHIP WITHIN EUSPA

Should you have any personal relationship within the EUSPA (e.g. a family member), you shall declare it via email to [jobs@euspa.europa.eu](mailto:jobs@euspa.europa.eu).

## 7. SUBSCRIBING FOR FUTURE VACANCIES

If you wish to receive notifications via email when EUSPA publishes new vacancies, you can do so in MY ACCOUNT section.



(log out)

VACANCIES MY APPLICATIONS **MY ACCOUNT** LOG OUT

HOME / MY ACCOUNT

### Profile

Forename

Surname

Gender

Date of birth

Email

Receive notification of new vacancies  OPERATIONAL x

You can choose between subscribing to *Operational* vacancies (e.g. engineering, technical departments, etc.), to *Administrative* (e.g. HR, Finance, Legal, IT, etc.) or both, in which case you will be notified for all vacancies.