

CONTRACT AGENT
Documents Required for Appointment

You are required to provide three sets of document, with different deadlines. The first, in Sections 1 - 5 below, must be provided BEFORE you will formally be offered a contract. Photocopy or scanned copies will suffice at this stage (see note at bottom). Section 6 are required before or when you sign your contract.

The set in Section 7, may be provided later but until you provide them, your allowances won't be calculated so your salary will be reduced.

Please number the documents as indicated. Please note also, that what you read is what you must provide: DG PERS will accept nothing less and we in GUE have no influence.

Regardless of what various DG PERS emails will say, send all required documents to Crissy ILIADIS, Personnel Admin in GUE, she will forward them to DG PERS and will keep a copy in our files.

You should keep a copy, for future reference, of every document you provide AND every document you are required to sign as part of the appointment process.

Contact: Crissy.Iliadis@ep.europa.eu; +32(0)22843179

1	ELIGIBILITY
0	A current CV which corresponds to the qualifications and professional experience supporting documents which you provide. It should also be reflected in your Conflict of Interest (DACI) form but in the DACI (5.1 below) you must also explain any gaps as well has some outside-work activities where these are relevant.
1.1	Valid passport or national identity card OR Certificate of nationality if no passport, or nationality not mentioned.
1.2	Document proving compliance with applicable military service obligations (Austria, Cyprus, Denmark, Estonia, Finland, Lithuania, Greece, or any non-EU country).
1.3	Extract from the criminal records, less than 6 months old, from the country where you lived during the majority of the last 12 months (e.g., 5 months in BE and 7 months in DE: supply record from DE).
1.4	Certificate of residence issued from the country where you lived during last 12 months
2	DIPLOMAS
2.1	Education certificates (secondary, advanced secondary and further/university education) Oldest first: e.g., BAC = 2.1, BA 2.2 etc.
3	PROFESSIONAL EXPERIENCE [AFTER diploma giving access to the function group]
3.1	Contracts and certificates* from your previous employers, in oldest-first sequence, containing the following information [ALL this information is needed!]: a) dates on which your employment began and ended plus final payslip in each case, b) the number of hours worked or the working time %, c) the type of post and/or a description of the duties. * (for self-employed, the annual tax declarations are essential)
4	RELEVANT PROFESSIONAL EXPERIENCE [AFTER diploma giving access to the function group]
4.1	Documents attesting completion of a traineeship of at least 5 months full-time - paid or unpaid (except for traineeships as part of studies). [4.1 & 4.2 = 12 months max.]
4.2	Contracts or conventions attesting voluntary work of at least 5 months full-time each*.
4.3	Document attesting voluntary or compulsory military or civil service, with start and end dates (<i>*for calculating professional experience.</i>)
4.4	Diploma or certificates for vocational training courses of at least 700 study hours per year (by order of award date).
5	DECLARATIONS I (Before offered a contract)
5.1	Declaration of Confidentiality
5.2	Declaration re Main language completed and signed.
5.3	Consent to disclose information to the European parliament, completed and signed.

6	DECLARATIONS II (<i>Before you sign your contract</i>)
6.1	Declaration of absence of conflict of interest completed and signed by you and GUE. The most recent five years: note that the whole period must be explained with no gaps.
6.2	Document proving that you are free from all professional obligations at the date of taking up duties (bring it with you the date the contract is to be signed)
6.3	Application for /renewal of part-time work (if applicable)
7	INDIVIDUAL ENTITLEMENTS (Not necessary for contract but necessary for payment of allowances)
7.1	Birth Certificate
7.2	Official copy of your marriage certificate or official document certifying the status of non-marital partners;
7.3	Official copy of the judgement pronouncing your legal separation or official copy of your divorce
7.4	Official copy of your child(ren)'s birth certificate(s);
7.5	Certificate establishing that your child(ren) is/are of school age;
7.6	Document establishing that your child(ren) is/are your dependant(s)
7.7	Document providing evidence of any dependent child allowances received from another source;
7.8	Recent payslip or tax declaration of your spouse;
7.9	Documents needed to establish your place of recruitment and place of origin as described in point 2 'Allowances' in the Annex 1 sent to you by DG PERS Recruitment.

CERTIFIED COPIES

The GUE/NGL accounts service is now authorised to certify your documents for internal Parliament use.

Bring your originals to Crissy ILIADIS.

Although photocopied/scanned copies of documents now suffice for contract agent recruitment, at any time there may be a spot-check, at which point you will be asked to produce originals or certified copies. (If you don't have them your contract will end and if there is evidence of falsification, there is likely to be legal proceedings.)

You are therefore very strongly advised to prepare and file safely a full set of certified copies of all the documents you submitted.

External certification

This certification may be done by an authority, person or institution competent to issue true certified copies in your country.

These are: the services of the EU institutions authorised to certify copies; national authorities, including regional and local administrations; judicial and police authorities; international organisations (UN, NATO, OECD, OSCE); universities and other educational establishments in the case of their own diplomas; notaries; lawyers, but only in those countries in which they are legally authorised to do so, namely:

- ☒ *barristers* and *solicitors* in the United Kingdom and the Republic of Ireland;
- ☒ *advocates* in Malta; and ☒ *advogados* in Portugal.

To be accepted, these copies must include the following:

- the date and signature of the person certifying them;
- the stamp of the person or service concerned;
- in the case of people certifying in their own name (notaries and lawyers), their name must be legible; if the certification is done by an administration, its identification is sufficient; and
- the text on the copy should be such that it is clear that it is a true certified copy of the original or that the original has been seen by the certifying authority.