

9. Have you published any material on EU topics or are you preparing any publications? If so, please list

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10. Explain in a few words why you are applying for a traineeship

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11. Any hobbies?

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12. Do you wish to apply for a scholarship? (if no other financial means)

Yes No

I, the undersigned, declare that the information provided above is true and complete. I understand that any false statement / omission or any missing document may lead to the cancellation of my application and that an unsigned application cannot be taken into consideration.

DATE SIGNATURE

PLEASE BE CONCISE IN THE APPLICATION FORM AND DO NOT REFER TO EXTRA DOCUMENTS

Your application must include the following documents:

- The enclosed acknowledgement of receipt completed with your name and address
- A curriculum vitae
- A cover letter (preferably typed) explaining the reasons for applying for the traineeship in English or French;
- Copies of your diplomas and certificates;
- A copy of your ID card/passport
- A financial declaration (declaring that you have or you do not have any financial support).

Your application should be sent to:

The European Ombudsman - "Traineeship application"
1, avenue du Président Robert Schuman BP 403
67001 Strasbourg Cedex
FRANCE

You are reminded that your complete file should be sent:

- by no later than 30 April (for the traineeship beginning on 1 September)
- by no later than 31 August of the preceding year (for the traineeship beginning on 1 January)

THE EUROPEAN OMBUDSMAN



SECRETARIAT

**Ref. Number of your
application**

.....
To be completed by the administration

Fill-in with your name and address and send the document back to the Ombudsman

Strasbourg,

Acknowledgement receipt

Dear Sir/Madam,

Thank you for applying for the traineeship organised by the European Ombudsman.

You will receive a letter from the European Ombudsman to inform you about the outcome of your application by the end of November if you have applied for the training starting on 1 January or by the end of July if you have applied for the training starting on 1 September.

Yours sincerely,

João SANT'ANNA
Head of the administrative and finance department

[Traineeship at the Office of the European Ombudsman - Basic information](#)

Training period and location

The traineeship has a minimum duration of four months. It can be extended for a period left to the Ombudsman's discretion normally up to a maximum of 11 months. The traineeships start on 1 September and on 1 January each year. The working place is left to the Ombudsman's appreciation, usually on the basis of the linguistic needs.

Selection criteria

The Ombudsman usually recruits candidates who hold a Law degree and who are qualified in European Law. Given that the Office is relatively small and works in all the Treaty languages of the EU, the knowledge of various languages is an important asset.

Timing of the procedure

	<i>January Training Period</i>	<i>September Training Period</i>
Closing date for application	31 August (of preceding year)	30 April
Acknowledgement of application	Within a month	Within a month

A decision on the application will be taken and sent to applicants by the end of November for the January training or by the end of July for the September training. Applicants who have not been selected may always re-apply for a subsequent training period. It is, however, necessary to submit a new application.

Job description

The trainee normally undertakes the investigation of complaints, or the carrying out of research relevant to the work of the Ombudsman, or both. In cases of complaints outside the mandate of the Ombudsman, the trainee may be asked to advise the citizens of the most appropriate national or community body which could help them. Some translation work is required from time to time. The trainee works under the supervision of a Legal Officer.

Scholarship

Trainees who are not in receipt of a salary or other form of financial support receive a scholarship for the time of the training. The value of a scholarship is 25% of the basic salary of staff on grade AD 6 (A*6 until 30 April 2006) step 1 (i.e. around 1085 €), plus the household allowance, where appropriate. This amount may be altered by decision of the European Ombudsman. Travel expenses (within certain limits) are also reimbursed (for more details on travel expenses, see the Decision of the European Ombudsman concerning traineeships).

Sickness and leave

Trainees must be insured against sickness and accident by an insurance policy taken out for that purpose by the European Parliament with a private insurance company. The European Ombudsman pays 100% of the costs of insurance. At the request of the trainee, the European Parliament shall also insure his or her spouse and children against the risk of sickness and accident. In such cases, the trainee shall pay the insurance premiums in full.

The trainee is entitled to two days of leave for every month of work.

Accommodation

The trainee needs to find his/her own accommodation. Information and advice can be given by the Secretariat of the European Ombudsman if needed.

Address of the Office

*The European Ombudsman, 1 avenue du Président Robert Schuman, BP 403, F - 67001 Strasbourg Cedex;
Tel: +33 388 17 23 13; Fax: +33 388 17 90 62; E-mail: eo@ombudsman.europa.eu.*

Please visit our Website for information about the European Ombudsman: <http://www.ombudsman.europa.eu>.

Contact person: Ms Isgouhi KRIKORIAN