

## Annex to the vacancy notice

### 1. HOW TO SUBMIT YOUR APPLICATION

- Candidates need to submit their application online using the CBE online application tool at <https://aa293.referrals.selectminds.com/cbe>
- The online tool is the only way 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 a CBE account and fill in an application form. The application form will contain specific questions related to the position; these questions 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 the correct email address in their application form as this will be the main channel of communication for correspondence relating to the selection procedure.

**It is the responsibility of the candidate to complete the online application before the submission deadline stated in the vacancy notice. Candidates are strongly advised not to wait until the last few days before the deadline as heavy internet traffic or internet connection issues could lead to an impossibility for them to submit their applications on time.**

- Candidates with a disability or a condition which might require special arrangements for taking the tests 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: [recruitment@cbe.europa.eu](mailto:recruitment@cbe.europa.eu)  
Please remember to quote the reference of the vacancy(ies) for which you have applied in all correspondence.
- In case candidates encounter technical issues while filling-in the application form or their candidate profile or during the selection procedure, they should contact the CBE recruitment team at [recruitment@cbe.europa.eu](mailto:recruitment@cbe.europa.eu).

### 2. SELECTION PROCESS

The selection procedure includes the following steps:

#### - **Assessment of applications**

- Applications must be complete and validly submitted by the closing date for applications. If, at any stage in the procedure, it is established that the information provided in the application form is incorrect, the applicant will be disqualified from the selection;
- All eligible applications will be assessed by a Selection Committee in an impartial and transparent manner and only based on the selection criteria defined in the vacancy notice.

#### - **Interview and written tests**

- Only the best-qualified candidates, i.e. those who obtained the highest number of points within the assessment of applications, will be short-listed for a written test and an interview which will be held in Brussels or remotely.
- Applicants invited to an interview will receive an email invitation, with the date and time of the written test and the interview;
- During the interview, the Selection Committee will examine each candidate's profile and will assess their relevancy to the post against the criteria defined in the vacancy notice. The minimum threshold to pass the written test and the interview is 50% of the total points allocated to each one of them. Passing the written test and the interview does not guarantee inclusion in the reserve list;
- The interviews and the written tests will be held in English. Native English speakers will be tested for their second language skills;
- Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should not be sent at this stage but must be submitted at a later stage of the procedure if requested. CBE JU has the right to disqualify applicants who fail to submit all the required documents.

#### - **Reserve list**

- Following the written tests and the interviews, the Selection Committee will recommend to the Appointing Authority the most suitable candidate(s) for the post to be placed on the reserve list. The threshold to be included in the reserve list is 65%. Inclusion on the reserve list does not guarantee recruitment. The maximum number of candidates to be put in the reserve list is set at 15.

The reserve list will be presented to the Appointing Authority who may decide to convene a second interview and ultimately will appoint the successful candidate(s) to the post(s).

Applicants are reminded that the work of the Selection Committee is confidential. It is forbidden for applicants to make direct or indirect contact with members of this Committee, or for anybody to do so, on their behalf.

### **3. INDEPENDENCE AND DECLARATION OF INTERESTS**

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence.

## 4. EQUAL OPPORTUNITIES

CBE JU, as a European Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

## 5. REQUESTS FOR REVIEW AND APPEAL PROCEDURES

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

### 5.1. Requests for review

The applicant may submit a request for review in writing to the Selection Committee stating the reasons for the request. Any arguments must be based on information provided in the application form, no subsequent information can be taken into account.

Request for review can be submitted either by email or by post. In both cases, request for review has to be submitted **within 10 days of the date written on the notification on the decision**. The date of the email or postmark will be evidence of timely submission. Please indicate the name used in your application clearly in all correspondence.

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

**5.1.a. Submission by email:** Request for review can be sent to [recruitment@cbe.europa.eu](mailto:recruitment@cbe.europa.eu)

Candidates are requested to clearly indicate the selection title and reference number in the subject line.

**5.1.b. Submission by post:** Request for review can be sent to the address below:

*Circular Bio-based Europe Joint Undertaking (CBE JU)*

*[Title and reference number of the selection]*

*Human Resources Department*

*Avenue de la Toison d'Or, 56-60*

*B-1060 Brussels*

*Belgium*

The envelope should be clearly marked: "*Private and confidential – not to be opened by the mail service*".

### 5.2. Appeal procedure

- Within three months of the date written on the notification of the decision, the applicant may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, at the following address by registered mail only:

*Circular Bio-based Europe Joint Undertaking (CBE JU)*

*Human Resources Department*

*[Title and reference number of the selection]*

*Avenue de la Toison d'Or, 56-60*

*B-1060 Brussels*

*Belgium*

The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the action adversely affecting him/her.

- Within three months of the date written on the notification of the decision, the applicant may submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Union to the General Court of the European Union:

*General Court*

*Rue du Fort Niedergrünwald*

*L-2925 Luxembourg*

URL: <http://curia.europa.eu>

The time limit for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 – <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

- Make a complaint to the European Ombudsman: like all citizens of the European Union, an applicant can make a complaint to the

*European Ombudsman*

*1 avenue du Président Robert Schuman*

*CS 30403*

*67001 Strasbourg Cedex*

*FRANCE*

<http://www.ombudsman.europa.eu>

Please note that complaints made to the European Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the General Court of the European Union under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please **also** note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged to the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

## **6. PROTECTION OF PERSONAL DATA**

The personal information the CBE JU requests from candidates will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the CBE JU. More information can be found in the Data Protection Notice [on the CBE website](#). In case of any query concerning the processing of personal data, a request shall be addressed to the CBE JU Data Protection Officer ([DPO@cbe.europa.eu](mailto:DPO@cbe.europa.eu)).