



European Aviation Safety Agency

FREQUENTLY ASKED QUESTIONS ABOUT THE EUROPEAN AVIATION SAFETY AGENCY AND ITS RECRUITMENT PROCEDURE *

Is the Agency a European Union institution?

The European Aviation Safety Agency is an independent Community agency, that is to say a body under European public law but distinct from Community institutions such as the Council, Parliament, Commission, etc., and which possesses its own legal personality. The Agency became operational on 28th September 2003.

How many people work at the Agency?

The Agency currently employs around 500 staff members. A further 100 people are expected to be engaged in 2010. Within the present mandate, in the coming years, the staffing level at the EASA is expected to grow to approximately 700.

Where is the Agency's permanent seat located?

The European Aviation Safety Agency headquarters is located in Cologne, Germany.

What does the recruitment procedure consist of?

The selection procedure and the conditions of recruitment will be clearly set out in all of the Agency's vacancy notices. Staff members of EASA will be engaged by the Executive Director on the basis of short lists established by the selection committees. Any applications which do not meet the requirements specified in a vacancy notice (i.e. incomplete applications, applications submitted after the deadline or which do not meet the detailed criteria listed under 'the eligibility criteria') will be rejected.

For more detailed information on the recruitment procedure please consult [Recruitment Procedure](#) and [eRecruitment: User Guide](#).

What selection criteria will be applied?

Applicants will be selected on the basis of the eligibility criteria and specific competences and skills specified in each vacancy notice. Applicants must meet the required eligibility criteria and essential requirements (for example concerning the required educational qualifications or years of experience) **by the application closing date mentioned in each vacancy notice.**

**Important - please note: this document has been produced for information purposes only. It is not legally binding. Only the vacancy notices for positions to be filled may be considered definitive.*

I come from a country that is not a Member State of the European Union; may I apply for a vacancy advertised by the Agency?

To apply for a position at the Agency it is mandatory to be a citizen of a Member State of the European Union, Norway, Iceland, Liechtenstein or Switzerland.

Are all applications and applicants that come to the Agency treated in the same way?

EASA applies a policy of equal opportunities and accepts applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

I have a degree from a country that is not a Member State of the European Union; am I eligible for a vacancy advertised by the Agency?

Holders of university diplomas and degrees received in a country that is not a Member State of the EU should have the degree officially recognized in one of the Member States of the European Union or Norway, Iceland, Liechtenstein or Switzerland in order to be eligible to apply for a position at EASA. For more information please consult [Recruitment Procedure](#), Section A.1.

What is the age limitation for applying for a post at EASA?

The staff regulations stipulate a mandatory retirement age of 65. Candidates who have not reached this age yet are still free to apply for any suitable position at EASA.

What language should I use in my application for a post at the Agency?

Applicants may use any of the official languages of the European Union when applying for a post advertised by the Agency. However, in order **to speed up the selection process and to reduce the amount of the translations needed, applicants are invited to use English.** Nevertheless, applicants will not be disadvantaged in any way even if they use other official languages of the European Union.

How long does the recruitment procedure take?

As a rough guide only, the recruitment procedure can take up to 6 months from the date on which a position is first advertised to the final offer being made. An extensive need for translations into the working languages of the selection panel may cause delays even beyond the above estimate.

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Will I receive an acknowledgement that my application for a post at the Agency has been received?

When submitting an application via the eRecruitment tool, a new screen appears confirming that your application has been successfully submitted. Subsequently, applicants will receive an e-mail containing a record of all the data entered. Please note that applications submitted after 23:55 (Cologne time) on the closing date are automatically rejected.

Considering the typically high number of applications, EASA does not inform applicants if their application has been rejected or made it through to the further stages of the selection procedures. **Only applicants invited for an interview will be informed by e-mail.** Experience has shown that e-mails sent by the Agency might be classified as 'Junk e-mails'. Hence, applicants are also advised to check their 'Junk e-mail folder' for any communication sent by the Agency.

What do I do if I encounter technical problems while submitting an application via the eRecruitment tool?

Please note that eRecruitment tool does not support all features of all Internet browsers. If you experience problems we suggest you try another browser.

Should you encounter a technical problem while trying to submit an application via the eRecruitment tool, please try to submit the application one more time. If the problem persists you are advised to try the following: first check your Internet security levels in "Tools" then "Internet Options" and if this security option is too high, put it on "medium".

Should you face a problem with the login, please first try the "Forgot my password" option to reset the password.

If the error message appears again the applicant is responsible to notify EASA as soon as possible, by sending an e-mail to the recruit@easa.europa.eu and by providing a screenshot of the error message.

When may I expect an invitation for an interview?

The time taken to invite applicants for an interview depends on the number of applications received for the particular vacancy notice. It is important to bear in mind that we often publish a considerable number of vacancies simultaneously. Therefore, it may take up to 8 weeks from the closing date of the vacancy notice before the invitations for interviews can be sent out. This is in part attributable to diligent observance of the strict recruitment rules applied at EASA, which require detailed scrutiny of every application, notwithstanding the number of vacancies or applications per vacancy.

When will the interviews and written tests take place?

Applicants short-listed for an interview will be informed once all applications have been examined. The interview and test date will be set within a reasonable time after the closing date for applications. For more information please consult [Recruitment Procedure](#), Section B.4.

How long do the tests and interview take?

The tests usually take from 45 minutes up to an hour and include competency test and EU knowledge test. The interviews can take from 45 minutes up to an hour depending on the vacancy notice applied for and the complexity of the questions. For more information please consult [Recruitment Procedure](#), Section B.4.

Will my travel expenses be reimbursed if I am invited for an interview?

All candidates who attend an interview and have their official residence 150 km or more from Cologne are reimbursed according to [EASA rules on travel reimbursement](#).

May I submit an open/unsolicited/spontaneous application?

EASA does not consider open/unsolicited/spontaneous applications. Only applications for published vacancies can be taken into consideration. The Agency will publish all vacancies as and when they become available on the EASA 'Recruitment page'.

Where are vacancy notices for the Agency published?

Vacancy notices for the Agency are regularly published on:

- the Agency's website - ('Recruitment page')
<http://easa.europa.eu/recruitment>
- EPSO's website - (under 'Apply Today - Temporary Agents')
http://europa.eu/epso/apply/today/temporary_en.htm

Where can I find more information related to grades and salary?

For more information regarding grades and salary please consult the following link:

http://ec.europa.eu/civil_service/job/official/index_en.htm#4

For more information please consult [Working for EASA](#).

Is it possible to undertake a traineeship or an internship at EASA?

Unfortunately, at the moment EASA is not in the position to offer internships or traineeships. It may be that in the course of this year the Agency will establish an internship/traineeship programme. Therefore, we suggest regularly consulting the Agency's website, where any internship or traineeship opportunities will be published.

What is a Temporary Agent?

Information concerning temporary staff within the meaning of Article 2 of the 'Conditions of Employment of Other Servants of the European Communities' can be found on the website of the European Commission's Directorate General of Personnel and Administration at:

http://ec.europa.eu/civil_service/job/temp/index_en.htm

Typically, future EASA staff will be offered initially a Temporary Agent post which is normally for a renewable 5 years' fixed period. If the contract is renewed, it will become an indefinite contract without an end date. For more information please consult [Working for EASA](#)

What is a Contract Agent?

Information concerning contract agents as contract staff members under the provisions of title IV, Article 80 of the 'Conditions of Employment of Other Servants of the European Communities' can be found on the website of the European Commission's Directorate General of Personnel and Administration at:

http://ec.europa.eu/civil_service/job/contract/index_en.htm

The duration of contracts for Contract Agents varies according to the needs of the Agency (from three months up to 3 years). At the Agency most Contract Agents have a contract duration of 3 years. The contract can be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration. For more information please consult [Working for EASA](#)

Which are possible recruitment procedures for Contract Agents?

EASA launches recruitment procedures for Contract Agents through the announcement of vacant posts on the recruitment website. The notice of the selection procedure will provide information on the conditions and essential requirements needed for the post. The Agency may also recruit Contract Agents from the European Personnel Selection Office - EPSO's CAST reserve lists.

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When will the next vacancy notices be published?

Anyone interested in working for the Agency is advised to consult the 'Recruitment page' of the Agency's website at regular intervals in order to find further information.

Contact:

For further information, please contact - recruit@easa.europa.eu

Your safety is our mission