



## ESRA Guidelines for Use

### 1. INTRODUCTION

The [External Staff Recruitment Application \(ESRA\)](#) is the JRC's database-driven web application that manages part of the recruitment process for [trainees](#), [grantholders](#) and [auxiliary contract staff](#) at the JRC. Rules exist on the processing of personal data by the European Institutions and bodies: [Regulation \(EC\) No 45/2001](#). How the JRC processes your personal data is described in a Privacy Statement. The Privacy Statement must be read and accepted before access is given to the body of the online application form. We invite you to fill in your online application form with due care and accuracy.

### 2. USE OF ESRA

The procedure to be followed is the same for either trainee or grantholder positions. The application process involves the compilation of 5 web pages: General Information / Education / Working Experience, Knowledge of Languages / Additional Information / Finalisation.

For auxiliary contract staff, the application procedure involves the compilation of 3 web pages: General Information / Additional Information comprising CV upload – EPSO letter (stating the candidate number and the CAST competition) and a motivation letter / Finalisation.

1. Click on <http://recruitment.jrc.ec.europa.eu/> to access ESRA.
2. Navigate through the list of vacancies using the filters by Institute / by Type of position / by Site, which can be found on the left hand side of the home page.

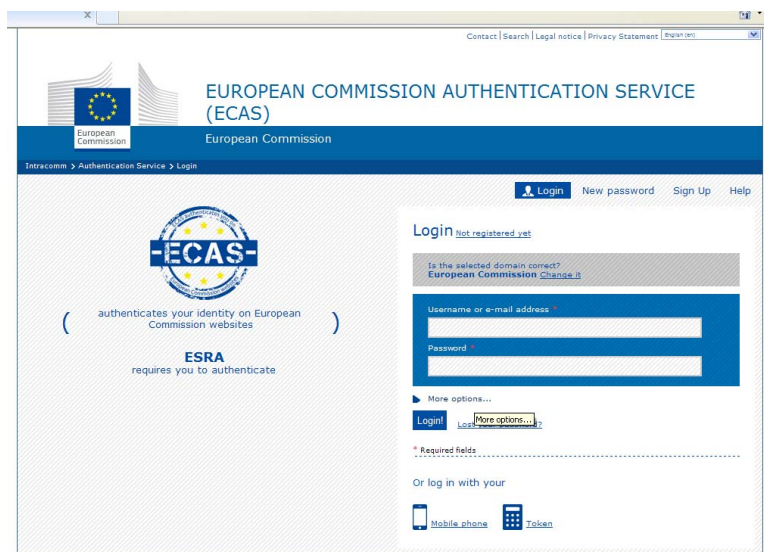
			ESRA – Guidelines for Use			
March 2013	V	final			Page 1 of 4	




3. Choose your vacancy of interest and click on APPLY.



4. You will be taken to the ECAS (European Commission Authentication Service) page in order to log in. If you already have a username or e-mail address and password, please insert. Otherwise, please register.



5. Read and accept the Privacy Statement and tick the appropriate box. Once this is done, you are taken to step 1 of the online application form.
6. Fill in all fields throughout the online application. The fields marked with an asterisk are mandatory. As a safety measure, the *next step* button remains inactive if information is still missing. Missing information will be highlighted as:  **This field is required.**
7. An in-progress application means that you have started your application, i.e., have successfully passed step 1 and received the 1<sup>st</sup> confirmation e-mail. In-progress applications are never valid until they are finalised. Before finalising your application, you must confirm that you agree to the declaration statements:
  - *I, the undersigned, declare on my honour that the information provided is correct to the best of my knowledge and that I possess all the qualifications that I claim to hold.*
  - *I undertake to submit, if requested, any documents in support of the above statements and declarations.*
  - *I realise that any false statement or omission, even if unintended on my part, may lead to the rejection of my application.*

Finalisation implies submission. You will be prompted once you press the finalise application! button: *Are you sure you want to continue? You will NOT be able to edit the application beyond this point.* Once you have submitted your application, you will receive a completion-confirmation e-mail. Your application is thus valid as part of the recruitment process. It is not possible to further edit your application, but you can visualise it.

If you need to re-open your finalised application before the expiry date of the call, you need to send a request using the form on the ESRA home page (see Introduction: Welcome to ESRA). After the expiry date of the call, it is not possible to request that your application be re-opened for editing. Please read the Privacy Statement (Article 5 for trainees and Article 5 for grantholders) for further detail on verifying and correcting data.

7. If you wish to apply for another position, you must create a new application.

### 3. PERSONAL AREA

With your ECAS password, you can enter your **Personal Area**. Here you will find the status of your applications: pending applications, closed applications and the possibility to apply from this space for another position (New Application).

**Personal Area**

**New Application**  
Click here to start a new application.

**Pending Applications**

Project Code	Project Deadline	Active	Appl Type	Appl Start Date
No results found				

**Closed Applications**

Project Code	Project Deadline	Active	Appl Type	Appl Start Date
No results found				

**Search for Old Pending/Closed Applications**

Email address:

Enter your 'Unique code' to continue with the online application:

If you have applied for a trainee or grantholder position (not applicable to auxiliary contract staff) in the past before the introduction of ECAS (June 2012), you will find a dedicated space to retrieve your application(s) by inserting your e-mail address and unique code.

#### 4. TECHNICAL PROBLEMS

Any errors should be reported immediately via the form on the ESRA home page (see Introduction: Welcome to ESRA).

The JRC reserves the right to suspend temporarily ESRA at any time for upgrading.