GENERAL RULES AND CONDITIONS

1. EUROPEAN UNION INTELLECTUAL PROPERTY OFFICE


The Office is an Agency of the European Union which has legal personality and financial and administrative autonomy, and is responsible for administering the EU trade mark and design systems. EU trade marks and designs registered by the Office produce their effects throughout the whole of the European Union. The Office also works in close partnership with national IP offices in the EU member states, with international organisations and the European Commission on a wide range of issues affecting the owners and users of intellectual property rights including the fight against counterfeiting and helping to make enforcement more effective.

Since the Office opened for business in 1996, over 1,600,000 EU trade mark applications have led to registration.

The working languages of the Office are English, German, Spanish, French and Italian. Certain proceedings, however, are carried out in other official languages of the European Union.

2. CONTRACTUAL CONDITIONS

The policy of the Office corresponds to a temporary contract of 5 years with the possibility of renewals in accordance with the Staff Regulations ("SR") and the Conditions of Employment of Other Servants of the European Union ("CEOS")\(^2\) and under a clearly defined framework.

For the basic monthly salary corresponding to the function group and grade in step 1 before any deductions or allowances, please refer to the following link. There are additional salary elements reflecting marital status and dependent family members. Furthermore, various allowances for removal and travel are provided, as are accident and health insurance and a pension scheme. Pay is subject to European Union tax and other deductions laid down in the CEOS. Remuneration is, however, exempt from any national taxation. Dependent children can attend the European School of Alicante free of charge.

Prior to contract signature, the successful candidate will be requested:
- to provide the EUIPO with original or certified copies of all relevant documents proving that s/he complies with the eligibility criteria established in the vacancy notice;
- an extract from the judicial records or a certificate of good conduct;
- to undergo a compulsory medical examination (to establish that the candidate is physically fit to perform his/her duties.

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3. SELECTION PROCESS

SUBMISSION OF APPLICATION
Before submitting their applications, candidates should carefully verify whether they comply with all the eligibility criteria, in particular those concerning the level of education, number of years and relevance of professional experience, knowledge of languages and other competencies established in the vacancy notice.
It is recommended to print or save a copy of the vacancy notice, as it will be removed from our website after the deadline for application has expired.
Applications must be submitted via the EUIPO e-recruitment tool by the deadline indicated in the vacancy notice.

The EUIPO e-recruitment tool can be accessed through the following link: https://career012.successfactors.eu/career?company=C0001250580P.

In order to apply for a vacancy notice, candidates should fulfil the following steps:
- create a candidate account or sign in if they had created an account previously;
- fill out or update their candidate profile;
- select the selection procedure they wish to apply to;
- fill out and submit the corresponding electronic application form within the deadline.

The Office will communicate with the candidates via e-mail. It is the responsibility of the candidates to check their candidate and e-mail accounts regularly.

A complete CV must be attached to the application form. It is recommended to use the Europass CV template in one of the languages of the Office (EN, DE, FR, ES, IT). Any cover letters or other supporting documents the candidates wish to submit may be attached to the application form or in their candidate profile.

The candidate profile and CV shall provide the following information:

✓ **Education:**
  - title of the diploma/certificate obtained
  - field of study
  - level of education obtained (it is important that the correct level is selected)
  - entity which issued the diploma/certificate
  - exact dates (day/month/year) when the diploma/certificate was obtained (as indicated on the diploma)

✓ **Professional experience:**
  - exact start and end date (day/month/year) of any professional experience claimed
  - employer’s name
  - position held
  - indication if the professional experience is full-time or part-time and the percentage worked
  - tasks performed: description of duties and responsibilities

✓ **Language skills:**
  - language
  - level at which the language is mastered (the levels correspond to the Common European Framework of Reference for languages)

A detailed description of the activities performed will help in the screening of CVs.
Candidates are requested to provide in their CV at least two names and contact details of previous employers as the Office carries out reference checks as part of the selection process.

The application form shall contain replies to all the questions corresponding to the vacancy notice applied for. Where a “yes” is indicated, further information to support the reply is mandatory.

It is the responsibility of the candidate to ensure that the information they provide in the candidate profile, application form and CV is correct, comprehensible and consistent. On submission of the online application form, candidates will receive an automatically generated e-mail in their e-mail account acknowledging the receipt of their application. The application and documents submitted will then be viewed under the “Job management” >“Jobs applied” section in their candidate account.

It is the candidate’s responsibility to complete the on-line application form by the deadline for receiving applications. After the deadline, the vacancy will no longer be available in the EUIPO e-recruitment tool and consecutively it will not be possible to submit the application form.

Candidates are advised not to wait until the last few days to apply.

The content and deadlines as published on the EUIPO website will prevail over information published in any other media.

If at any stage of the selection procedure it is established that the information provided by the candidate is not correct, the candidate may be disqualified from the selection procedure.

**SELECTION PHASE**

All applications received as indicated above, will be evaluated on the basis of the information provided by the deadline for application. Only candidates meeting all the eligibility criteria as established in the vacancy notice can be considered admissible.

All admissible applications will be further assessed against the selection criteria. Following this assessment, only the candidates deemed best qualified by the Selection Committee will be called for the interview/test phase.

Due to the large volume of applications the Office receives, only candidates who are pre-selected for interview will be contacted at this stage.

Any interviews/tests will be held on the Office premises in Alicante. The Office will cover the costs incurred for travel and accommodation following the rules which will be sent to the pre-selected candidates together with the invitation for interview.

Interviews will be carried out in the language specified in the vacancy notice and invitation letter. The knowledge of other relevant languages as stated by the candidate in his/her CV/application/candidate profile may be assessed when relevant for the post. The interview will measure the candidate’s knowledge of matters relating to the activities of the Office, technical knowledge in the relevant field, suitability for performing the tasks to be accomplished and suitability for working in an international environment.

An invitation to an interview does not involve any commitment on the part of EUIPO to include the candidate on the reserve list.

Candidates invited to an interview will be requested to upload in their account/application proof of their academic qualifications and professional experience and to bring with them on the day of the interview **originals or certified copies of all the supporting documents already uploaded in their account** in order to prove they meet all eligibility criteria of Education, Professional experience and General conditions established in the vacancy notice.

Failure to submit these documents may lead to the rejection of the application.
RESERVE LIST
Following the selection procedure, the candidate(s) deemed best qualified by the Selection Committee will be placed on a reserve list consisting of a maximum number of candidates with the highest evaluation as indicated in the vacancy notice. Inclusion on the reserve list does not guarantee recruitment by EUIPO. The validity of the reserve list will be as indicated in the vacancy notice or as extended by the Office and announced on the website.

RECRUITMENT
Recruitment will depend on the needs of the Office.

4. EQUAL OPPORTUNITIES
The EUIPO applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age or sexual orientation.

5. CANDIDATES WITH SPECIAL NEEDS
As part of our equal opportunity policy, EUIPO is especially committed to providing career opportunities to persons with special needs. The Office has been certified to comply with optimal accessibility conditions for people with mobility impairment. If you require special arrangements in order to take part in one of our selection procedures, please indicate this in your application. Successful candidates will receive support to fully integrate them into their new working environment. The Office also provides opportunities for working from home.

6. PERSONAL DATA PROTECTION
As the body responsible for organising the selection, the Office ensures that applicants' personal data are processed as required by 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 (OJ L 295, 21.11.2018, p. 39-98). This applies in particular to the confidentiality and security of such data. Please refer to the following link for EUIPO's privacy statement.

7. APPEAL
If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) SR by an email sent to candidatures.external@euipo.europa.eu or at the following address:

European Union Intellectual Property Office (EUIPO)
Human Resources Department
Avenida de Europa, 4
03008 Alicante
SPAIN

As provided under Article 90 SR, the complaint must be lodged within 3 months from the date the candidate is notified of the act adversely affecting him/her, but in no case later than the date on which the candidate received such notification.

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3 Applicable by virtue of 46 CEOS by analogy to temporary agents.
4 See Article 90 (2) of the Staff Regulations.