

GESTMAX

A Step-by-Step Guide for Applicants

FIRST-TIME APPLICANTS:

1. Follow the link: srb-recruitment.gestmax.eu, go on the tab “Jobs List” and click on the vacancy that you wish to apply to.



2. Read the vacancy notice carefully and, at the end of the vacancy document, click on the button “Apply Online”.

6.7.2 Administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Union, any candidate may submit to the SRB a complaint against an act adversely affecting them. Any such complaint should be made to:

SRB Single Resolution Board

For the attention of the Chair of the SRB

Selection procedure: Ref. SRB/AD/YYYY/00X

Treurenberg 22

B-1049 Brussels

BELGIUM

The complaint must be lodged within 3 months from the date on which the candidate is notified of the act adversely affecting them.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting them pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before:

The General Court

Rue du Fort Niedergrünwald

L-2925 Luxembourg

LUXEMBOURG

http://curia.europa.eu/jcms/jcms/Jo1_6308/

Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(a) of the Treaty on the Functioning of the European Union:

The European Ombudsman

1 avenue du Président Robert Schuman

CS 30403

F-67001 Strasbourg Cedex

FRANCE

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

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations for lodging complaints or submitting an appeal before the General Court according to Article 270 of the Treaty on the Functioning of the European Union.

Apply Online

3. Read the “Privacy Statement” with regard to SRB’s collection and processing of your personal data as an applicant and accept its terms by ticking the box and clicking on the button “Agree”.



[JOBS LIST](#) [EMAIL ALERT](#) [MY ACCOUNT](#)

Vacancies
Come work with us

You have been redirected to the SRB e-recruitment platform provided by Gestmax. During the next steps on this page your personal data will be processed. The purpose of processing the data submitted by candidates is to collect and evaluate applications in view of possible recruitment at the SRB.

The personal information requested by the SRB from candidates will be 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 (Official Journal of the European Union, L 295 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

In this regard, please see the [Privacy statement](#).

I AGREE TO THESE TERMS *



Agree

4. Register your account under the heading “New Registration” by filling out the required fields and clicking on the button “Next Step”. Once you finalise the registration, you shall receive a registration confirmation to your email address.

Vacancies
Come work with us

Apply for the vacancy COMMUNICATIONS EXPERT (AD6)
(Step 1 / 3)

Already registered

EMAIL

PASSWORD

[Login](#) [FORGOT YOUR PASSWORD?](#)

New registration

All fields marked with an (*) are mandatory

EMAIL *

EMAIL CONFIRMATION *

PASSWORD *

Create your password, between 8 and 128 characters including at least 1 digit and 1 special character

PASSWORD CONFIRMATION *

TITLE *

LAST NAME *

FIRST NAME *

[Next Step](#)

5. Fill out the required personal information (all fields are mandatory) and click on the button “Next Step”.

Apply for the vacancy COMMUNICATIONS EXPERT (AD6) (Step 2 / 3)

Your account

Your CV

Send

All fields marked with an (*) are mandatory

DATE OF BIRTH *	dd/mm/yyyy
ELIGIBLE NATIONALITY *	- No selection -
SECOND NATIONALITY	- No selection -
ADDRESS *	
POSTAL CODE *	
CITY *	
COUNTRY OF RESIDENCE *	- No selection -
PHONE NUMBER *	

Previous Step

Next Step

6. Fill out your application (CV and Motivation Letter) while taking into account your experience and the specific nature of the post. Fields with an asterisk are mandatory. You can add additional fields under “Education” and “Professional Experience” when necessary. Read and tick all the boxes under the “Declaration” heading. Save your work in progress and continue later, or proceed to the submission of your application by clicking on the button “Next Step”.

Apply for the vacancy COMMUNICATIONS EXPERT (AD6) (Step 3 / 3)

Your account
Your CV
Send

Education

Please provide full details, in reverse chronological order for all the diplomas you have obtained.

- Education (3) -

EDUCATION LEVEL *	Bachelor degree
NAME AND LOCATION OF EDUCATIONAL INSTITUTION (TOWN AND COUNTRY) *	
FIELD OF STUDIES *	
DATE ATTENDED (FROM) *	dd/mm/yyyy
DATE ATTENDED (TO) *	dd/mm/yyyy
TOTAL LENGTH (IN YEARS) *	
CERTIFICATE OR DIPLOMA OBTAINED *	- No selection -
NAME OF CERTIFICATE OR DIPLOMA OBTAINED *	

At a later stage of the selection procedure, if you are selected, originals of all diplomas or degrees obtained must be shown and photocopies provided.

STATUS OF THE EDUCATIONAL EXPERIENCE *	- No selection -
ADDITIONAL INFORMATION	Max 2000 characters
WOULD YOU LIKE TO ADD ANOTHER EDUCATION LEVEL? *	- No selection -

PUBLICATIONS

(please provide details of any works published)

QUALIFICATIONS (FORMAL PROFESSIONAL QUALIFICATIONS OR CERTIFICATIONS)

please indicate the title of your qualification and the year when it was obtained.

TRAINING COURSES

(please indicated the title of your training course, start and end date, the organization providing the course)

TOTAL LENGTH OF EXPERIENCE (IN DAYS)

Professional Experience

Please provide full details about your professional experience in reverse chronological order starting from your current or most recent employment. In case you had more than one position with the same employer, please generate "Professional experience" for each separate job post. Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be considered in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

LAST OR CURRENT JOB TITLE *	
NAME AND ADDRESS OF EMPLOYER *	
TYPE OF POSITION	- No selection -
REMUNERATION *	- No selection -
BRIEF DESCRIPTION OF TASKS *	
ACHIEVEMENTS	
START DATE *	dd/mm/yyyy
CURRENTLY EMPLOYED *	- No selection -
WORKING TIME CONDITIONS *	- No selection -
LENGTH OF EXPERIENCE (YEARS, MONTHS AND DAYS) *	
WOULD YOU LIKE TO ADD ANOTHER WORK EXPERIENCE ? *	- No selection -

Languages

As the predominant working language of the SRB is English, candidates must have an excellent command of spoken and written English (note: native English speakers will be required to demonstrate the ability to work in a second EU language at interview stage). Candidates must also have a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of their duties. Please provide details about your knowledge of languages starting with your mother tongue, followed by your level of English. To help you with your self-assessment, please refer to the Common European Framework of Reference for Languages (CEFR) assessment grid.

MOTHER TONGUE *	Bulgarian
LANGUAGE 2 *	- No selection -
LANGUAGE 3	- No selection -
LANGUAGE 4	- No selection -
LANGUAGE 5	- No selection -
LANGUAGE 6	- No selection -
LANGUAGE 7	- No selection -
LANGUAGE 8	- No selection -
LANGUAGE 9	- No selection -
LANGUAGE 10	- No selection -

Computer Skills

KNOWLEDGE OF MICROSOFT OFFICE *	- No selection -
PLEASE INDICATE THE VARIOUS SOFTWARE APPLICATIONS YOU ARE FAMILIAR WITH	

Other Skills & Interests

OTHER SKILLS	
INTERESTS	

Motivation

MOTIVATION LETTER *	
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Declaration

- I DECLARE ON MY WORD OF HONOUR THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE. ☒
- I FURTHER DECLARE ON MY WORD OF HONOUR THAT:
- 1) I AM A NATIONAL OF ONE OF THE MEMBER STATES OF THE EUROPEAN UNION AND ENJOY MY FULL RIGHTS AS A CITIZEN. ☒
- 2) I HAVE FULFILLED ANY OBLIGATION IMPOSED ON ME BY THE LAWS CONCERNING MILITARY SERVICE. ☒
- 3) I MEET THE CHARACTER REQUIREMENTS FOR THE DUTIES INVOLVED. ☒
- I UNDERTAKE TO PRODUCE ON REQUEST SUPPORTING DOCUMENTS WITH RESPECT TO THE EDUCATION AND PROFESSIONAL EXPERIENCE DESCRIBED IN MY APPLICATION. ☒
- I AM AWARE THAT ANY FALSE STATEMENT MAY INVALIDATE MY APPLICATION AND/OR, WHERE APPROPRIATE, RESULT IN THE COMPULSORY RESIGNATION PURSUANT TO ARTICLE 49 OF THE STAFF REGULATIONS OR CANCELLATION OF THE CONTRACT, PURSUANT TO ARTICLE 50 OF THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS OF THE EUROPEAN UNION. ☒
- I COMMIT MY WILLINGNESS TO ACT INDEPENDENTLY IN THE PUBLIC INTEREST AND TO MAKE COMPLETE DECLARATIONS OF ANY DIRECT OR INDIRECT INTEREST THAT MIGHT BE CONSIDERED PREJUDICIAL TO MY INDEPENDENCE. ☒

[Previous Step](#) [Save](#) [Next Step](#)

7. At the final step, you will be provided with a summary of your application. Should you wish to edit it, you can do this by clicking on the “Previous Step”, whereas if you are fine with it and you want to submit it, you can tick the box “Validate Information” at the end of the summary page and then click on the “Validate” button.

Summary

Candidate

EMAIL	Brian.Col@example.com
TITLE	Mr
LAST NAME	Col
FIRST NAME	Brian
DATE OF BIRTH	15/05/1986
ELIGIBLE NATIONALITY	Ireland
ADDRESS	Rue de la vie 9
POSTAL CODE	1532
CITY	Ixelles
COUNTRY OF RESIDENCE	BELGIUM
PHONE NUMBER	+34939432123
EDUCATION LEVEL	Bachelor degree
NAME AND LOCATION OF EDUCATIONAL INSTITUTION (TOWN AND COUNTRY)	Faculty of jurisprudence, University of Padova, Italy
FIELD OF STUDIES	Other
OTHER	Law
DATE ATTENDED (FROM)	01/10/2015
DATE ATTENDED (TO)	24/08/2017
TOTAL LENGTH (IN YEARS)	2
CERTIFICATE OR DIPLOMA OBTAINED	Yes
NAME OF CERTIFICATE OR DIPLOMA OBTAINED	Bachelor of Laws
STATUS OF THE EDUCATIONAL EXPERIENCE	Completed
EXACT DATE OF GRADUATION (DIPLOMA)	24/08/2017

WOULD YOU LIKE TO ADD ANOTHER EDUCATION LEVEL?	No
TOTAL LENGTH OF EXPERIENCE (IN DAYS)	30
LAST OR CURRENT JOB TITLE	HR Officer
NAME AND ADDRESS OF EMPLOYER	SDL, Rue de Paris 9, Brussels
TYPE OF POSITION	Employment Contract
REMUNERATION	Paid
BRIEF DESCRIPTION OF TASKS	Recruitment.....
START DATE	18/10/2024
CURRENTLY EMPLOYED	No
END DATE	30/08/2025
WORKING TIME CONDITIONS	Full-time
LENGTH OF EXPERIENCE (YEARS, MONTHS AND DAYS)	3 years, 2 months,
WOULD YOU LIKE TO ADD ANOTHER WORK EXPERIENCE ?	No
MOTHER TONGUE	Bulgarian
LANGUAGE 2	Croatian
----- LISTENING LANGUAGE 2	A2
----- READING LANGUAGE 2	B2
----- SPEAKING LANGUAGE 2	A2
----- WRITING LANGUAGE 2	B1
LANGUAGE 3	Croatian
----- LISTENING LANGUAGE 3	A2
----- READING LANGUAGE 3	A2
----- SPEAKING LANGUAGE 3	B2
----- WRITING LANGUAGE 3	B2
KNOWLEDGE OF MICROSOFT OFFICE	Advanced
PLEASE INDICATE THE VARIOUS SOFTWARE	asdasdasd

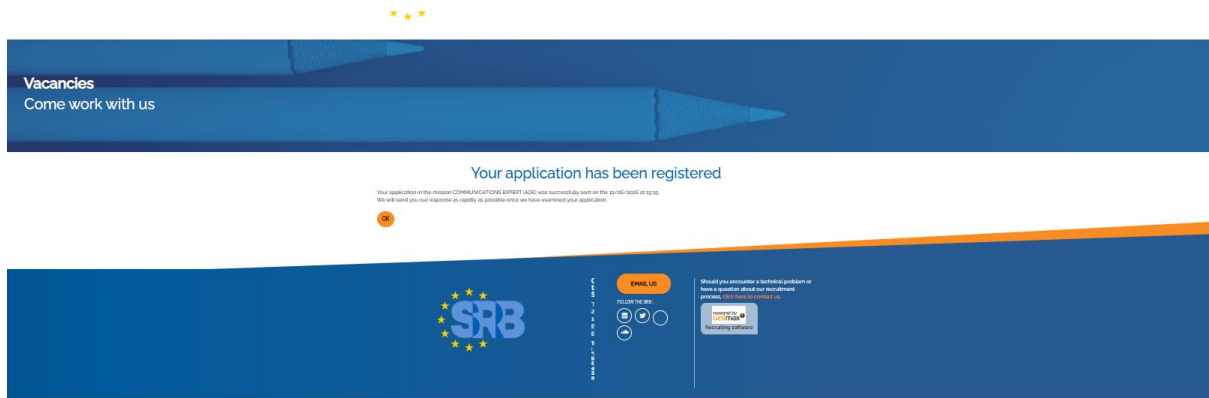
PLEASE INDICATE THE VARIOUS SOFTWARE APPLICATIONS YOU ARE FAMILIAR WITH	asdasdasd
OTHER SKILLS	dasdas
INTERESTS	asdasd
MOTIVATION LETTER	asdasdasdsada
I DECLARE ON MY WORD OF HONOUR THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE.	✓
1) I AM A NATIONAL OF ONE OF THE MEMBER STATES OF THE EUROPEAN UNION AND ENJOY MY FULL RIGHTS AS A CITIZEN.	✓
2) I HAVE FULFILLED ANY OBLIGATION IMPOSED ON ME BY THE LAWS CONCERNING MILITARY SERVICE.	✓
3) I MEET THE CHARACTER REQUIREMENTS FOR THE DUTIES INVOLVED.	✓
I UNDERTAKE TO PRODUCE ON REQUEST SUPPORTING DOCUMENTS WITH RESPECT TO THE EDUCATION AND PROFESSIONAL EXPERIENCE DESCRIBED IN MY APPLICATION.	✓
I AM AWARE THAT ANY FALSE STATEMENT MAY INVALIDATE MY APPLICATION AND/OR, WHERE APPROPRIATE, RESULT IN THE COMPULSORY RESIGNATION PURSUANT TO ARTICLE 49 OF THE STAFF REGULATIONS OR CANCELLATION OF THE CONTRACT, PURSUANT TO ARTICLE 50 OF THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS OF THE EUROPEAN UNION.	✓
I COMMIT MY WILLINGNESS TO ACT INDEPENDENTLY IN THE PUBLIC INTEREST AND TO MAKE COMPLETE DECLARATIONS OF ANY DIRECT OR INDIRECT INTEREST THAT MIGHT BE CONSIDERED PREJUDICIAL TO MY INDEPENDENCE.	✓
VALIDATE INFORMATION?	☒

Previous Step

Validate

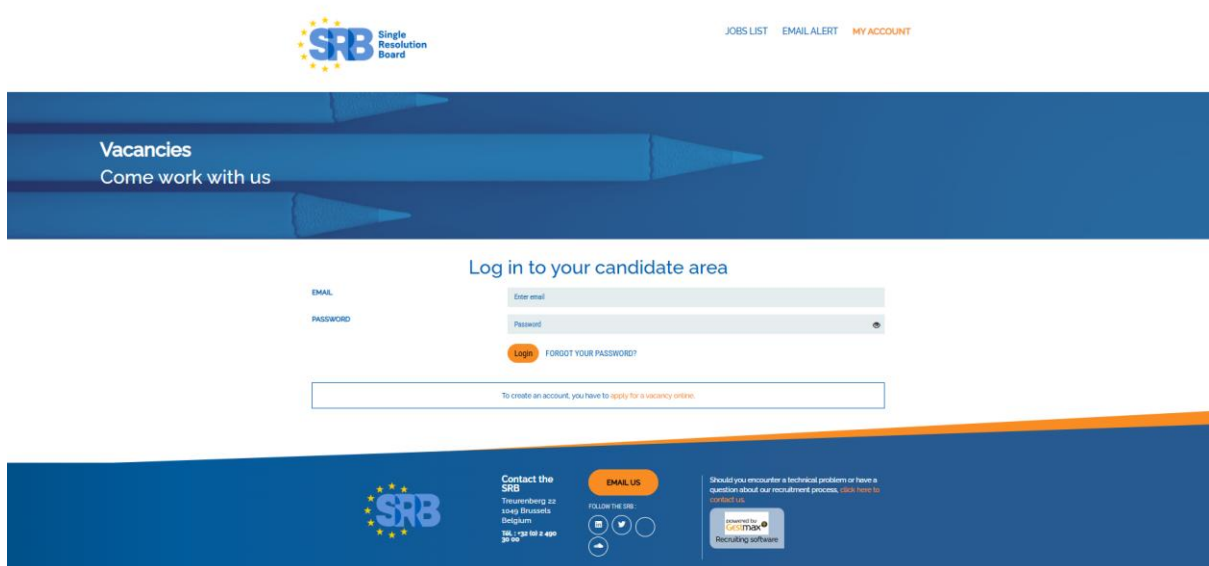


- The platform will display a message confirming that your application was successfully registered. At the end of the message, click “OK” to finalise your submission. You will also receive an application acknowledgement email to your email address.

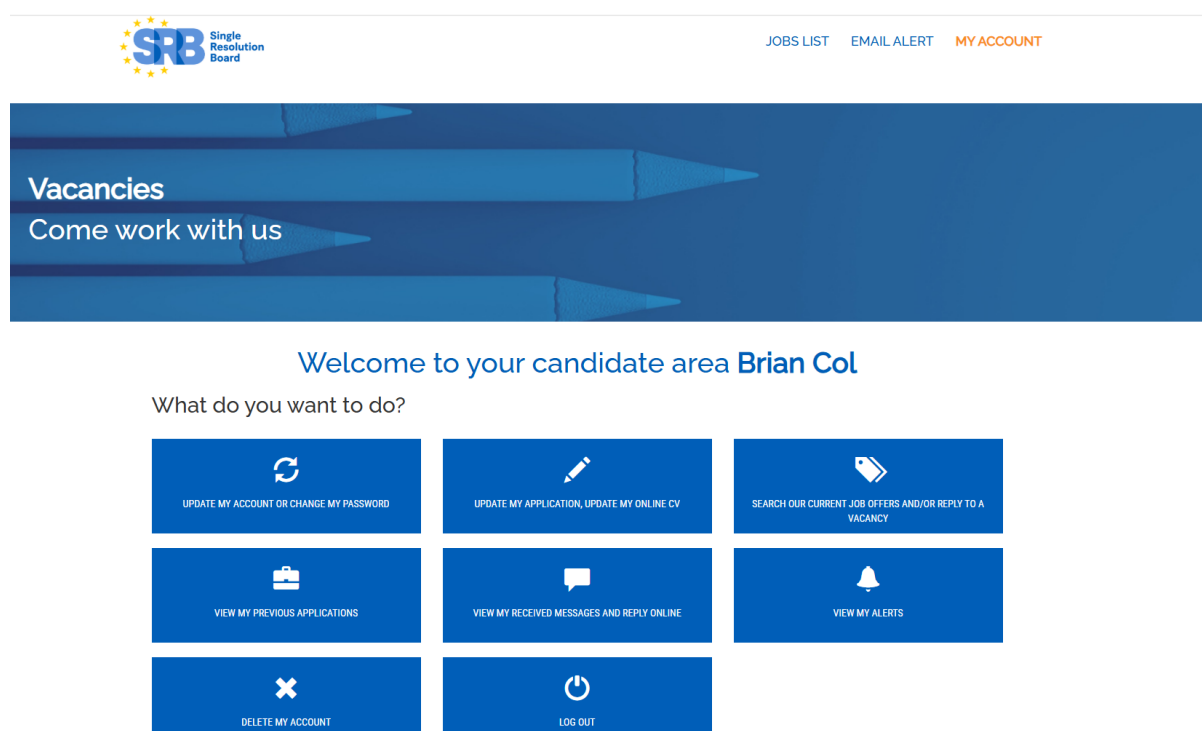


APPLICANTS WITH A REGISTERED ACCOUNT ON GESTMAX:

1. Follow the link: srb-recruitment.gestmax.eu, click on the tab “My Account” and log into your account by introducing the email address and password you indicated during the registration.



2. You will then be presented with the following menu:



3. With your account you will be able to:

- **Apply to new SRB vacancies via the “Search Our Current Job Offers and/or Reply to a Vacancy” tab** following the steps 5 to 8 described above whereby the platform will use the info provided in your last application (Personal Info, CV and Motivation Letter) as a template;
- **View your past and existing applications, as well as edit or withdraw them** before the application deadline has passed under the “View my Previous Applications” tab;
- Set an email alert for SRB vacancies via the “Email Alert” tab and see your alerts under the tab “View my Alert”;
- Update your account credentials;
- Update your personal info;
- Reply to messages/communication received in relation to your applications/queries;
- Log out or delete your private account.

4. Should you encounter a technical issue during the application process, or have a question about your private account, you can consult the [Frequently Asked Questions section](#). You can also submit a request for technical support to the Gestmax Support Team via a [dedicated contact form](#).
5. If you have a question on the recruitment procedure or the vacancy, you can submit it to the SRB Recruitment Team via this [form](#) or by e-mail to srb-recruitment@srb.europa.eu, mentioning the title and reference number of the selection procedure in the subject line. Alternatively, you can access these forms in the bottom right of the platform's home page as well as in any page/step of the application process.

