

Annex XI – Service Request Form



REQUEST FORM FOR SUPPLY OF INTERIM STAFF FOR GENERAL ADMINISTRATION

European Banking Authority	
[Name of organisation or company] [Title] [Name] [Surname] [Function within organisation or company] [Address] [PO Box No] [Postcode] [City]	London, Date EBA Contact: [Name] [Surname] Phone: [landline] E-Mail: name.surname@eba.europa.eu
Request ID: [ID-number]	

Description of required service	
Profile	[As per technical specifications]
Level	[As per technical specifications]
Tasks	[Specific for the particular post]
Expertise required	[Specific for the particular post]
Required start date	[date]
Number of working days	[number of working days]

Acknowledgment of receipt by (Standard: request date + 1 working day)	(dd/mm/yy)
Candidate list (up to 3 CVs) by (Standard: request date + 2 working days)	(dd/mm/yy)

This request does not constitute any legally binding order until a specific agreement has been signed by both parties.