

Frequently asked questions (FAQs):

1. General questions:

When does the traineeship programme start?

The trainees are expected to start on the 1st or 16th of a calendar month (with no exception).

Where are trainees based?

All trainees are based at the EBA's seat in Paris, France.

How long the traineeship last?

Trainees join the EBA for an initial period of six months. Based on the needs of the Authority and the trainee's performance, the traineeship may be extended for an additional twelve months.

How many traineeship places are offered?

Depending on the Agency's needs and budget available there are around 25 traineeship places offered on a rotational basis.

Is there a specific dress code?

There is no specific dress code. Trainees are expected to dress in a tidy manner and appropriately for the work. It is normal to dress more formally for meetings where there are external participants.

Is it possible to have a certificate at the end of the traineeship?

Yes. At the end of the traineeship, EBA provides with two standard certificates outlining: the period of the traineeship and the tasks performed; the traineeship grants paid stating that EBA did not deduct any taxes.

Can I get a job at the EBA after the traineeship?

If you would like to be employed by the Agency after your traineeship, you need to be successful in an external selection procedure for Temporary Agents or Contract Agents. The Agency's vacancies are published on the EBA Careers portal.

2. Application procedure:

What educational background do I need to have to apply for a traineeship?

The requirements are stated in the advertised trainee profiles. Successful applicant will typically have an education relating to the core and operational activities of the EBA (e.g.: economy, finances, European studies, statistics, law, human resources, communications, information technology, etc).

What are the minimum requirements to be considered/eligible for traineeships?

- Be a national of a Member State of the European Union or of the European Economic Area (Iceland, Liechtenstein, Norway).
- Have a thorough knowledge of English (at least at B2 level).
- Candidates must have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent prior the submission of their applications¹. For examples of the eligible diplomas in different Member States please consult the EPSO website.

I am a UK national. Can I still apply?

No. Candidates must meet the eligibility requirements, including those on nationality, at the time of applying for the traineeship. Therefore, UK nationals are not eligible and cannot be selected for the traineeship programme as the UK is not an EU member state.

My degree is issued by a university from a non-EU country, is it accepted?

Yes. Candidates whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a certified translation of these documents in English.

I have a disability. How will my disability be considered?

EBA applies equal opportunities and accept applications without distinction on the grounds of age, race, political, philosophical, or religious conviction, sex or sexual orientation and regardless of disabilities, marital status, or family situation.

We encourage candidates with a disability to apply for a traineeship. Candidates with a disability who need any form of measures which would constitute reasonable accommodation should indicate this in their application form and submit justification.

Are spontaneous applications considered?

No. All applications for traineeship must follow the application procedure described in the Vacancy Notice.

How to apply?

Carefully read the Vacancy Notice. Applications in English should be submitted to the following address: EBA-Traineeship-Applications@eba.europa.eu.

A complete application must include:

- A curriculum vitae in Europass format;
- A motivation letter non longer than one page;
- A completed eligibility criteria grid;
- Copies of your diplomas (or relevant certificates) of all undergraduate and post-graduate studies declared in the CV (self-certifications are not accepted).

¹ Candidates must have completed their studies and obtained their last education diploma no longer than three years prior the submission of their applications. The 3 years rule is not applicable for candidates undertaking PhD studies at the moment of their application for traineeship at EBA.

I apply last year but was unsuccessful – Can I apply again this year?

Yes, you are welcome to apply.

What is the interview about? Is there a written test?

The interview is held in English with typically the hiring Manager as chair of the panel. The objective is to assess candidate's background and knowledge in the selected area for traineeship, the technical and behavioural skills (such as collaborating with others, etc.) and the motivation. Written test can be organised (depending on the traineeship specificities) but usually only interview is organised.

How do I know if I am selected after the interview?

The EBA/Human Resources Unit informs the successful candidate through e-mail sending a letter of intent with the starting date and the working arrangements in place at EBA. After the acceptance, the official traineeship letter is sent including all the necessary information before the start of the traineeship.

Please make sure to inform about any change with the email address so that you are contactable. Check also the SPAM folder on regular basis.

What can I do if I am not selected for an interview?

Candidates, who are not selected after an interview remain in the EBA's pool of interested candidates for future traineeship opportunities. These candidates will be considered where there is a position to fill that fits their profile and the EBA's business needs and budgetary situation. Candidates will remain in the pool of eligible trainees for 1 year after the submission of their applications.

Please note that the decision of EBA to reject an application/not called a candidate for interview is final and there is no appeal procedure.

3. Financial and practical aspects:

Will I receive a traineeship agreement/contract?

Yes. Each selected trainee signs a traineeship contract which will be sent by e-mail.

Do I get paid?

Yes. The EBA pays a monthly maintenance grant of **1,974.46 EUR**. (as of 1 January 2024) to your bank account on the 15th of each month. If the 15th of the month falls on a weekend or public holiday you will be paid on the last preceding working day. Monthly maintenance grant is paid into Euro bank accounts only.

The EBA does not contribute to the daily commuting that is covered by the monthly maintenance grant.

What are the tax arrangements?

The traineeship programme does not entail an employment relation between the trainees and the EBA. The traineeship grant paid by the EBA is not subject to the special tax regulations applied to statutory staff of the European Union administration.

Trainees are solely responsible for the payment of any taxes due on the grant they receive from the EBA by virtue of the laws in force in the state in which they are liable to pay income tax.

The EBA provides a certificate for tax purposes at the end of the traineeship period. This certificate states the amount of the maintenance grant received and confirms that tax and social security payments have not been made.

Does the EBA reimburse travel in and out?

Trainees whose place of hiring at the beginning of the traineeship period is other than the place of assignment (Paris), may receive a travel allowance to compensate for their travel expenses at the beginning and at the end of the traineeship period. More information in the DC/455

Does EBA provide any assistance in finding accommodation in Paris?

Trainees are responsible for finding their own accommodation. EBA can provide with practical advice when looking for accommodation, as well as a standard certificate that can be used for looking for accommodation.

Does EBA provide health insurance?

All trainees are provided with accident insurance, but they must take out health insurance valid in France prior to start of their traineeship. Proof of this insurance will be requested prior to start of the traineeship.

What is the working regime?

Typical working hours of the EBA are between 8:00 to 19:00 Monday to Friday. The normal working week is 40 hours, a full working day counts 8 hours and a half-day 4 hours.

Trainees are benefited from teleworking under the same conditions as statutory staff.

What is the leave regime?

The entitlement is 2 days per month. In addition, there is the EBA holidays. Unused annual leave days will not be paid in lieu at the end of the traineeship.

Special leave for exams, family reasons, etc can be also granted under certain conditions and proof of documentation.