

GUIDE TO THE EMSA ONLINE APPLICATION SYSTEM

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Introduction

The European Maritime Safety Agency's staff consists of officials, temporary agents, contract agents, seconded national experts, national experts on professional training and trainees.

All vacant posts are published on our internet site. The method to apply for calls for application is different depending on the type of post however:

For temporary agent or contract agent posts you must use the e-recruitment tool to apply.

To apply to a seconded national expert, national experts on professional training or trainee position you must follow the procedures mentioned in the call for application.

In order to apply for any of our advertised temporary agent or contract agent positions, you need to create online your profile for each of the selected positions.

The aim of this guide is to give you a detailed description of the online procedure. It helps you step by step, showing you the different screens which will appear as you go through the creation of your EMSA profile and submission of your application. Please note that these screen shots are from a test call and not a call that was actually published on our website.

Using this guide will help you familiarise yourself with our online application system. You will be better prepared, and no surprises or questions should arise when you effectively proceed with your application.

Thank you for your interest in the European Maritime Safety Agency and good luck with your application!

1. The EMSA vacancies portal

All our vacancies can be found on the EMSA website <http://www.emsa.europa.eu/> under the heading “Working with us”, “Career Opportunities” on the upper left-hand side of the EMSA home page as shown below:

The screenshot displays the EMSA website's 'Career Opportunities' page. The browser address bar shows the URL <http://www.emsa.europa.eu/work/jobs.html>. The page features the EMSA logo, a QR code, and a navigation menu. The 'Working with us' menu is expanded, showing 'Career Opportunities' and 'Positions Available'. The 'Career Opportunities Menu' includes links to 'Main Page', 'Positions Available', 'Previous Vacancies', 'Recruitment General Information', 'Temporary Agents', 'Contract Agents', 'Seconded National Experts', 'Trainees', 'National Expert in Professional Training', and 'FAQs'. The 'Related Documents' section lists 'Organisation Chart', 'Benefits Package for Officials, Temporary Agents and Contract Agents', 'Protocol on the Privileges and Immunities of the European Communities', and 'Protocol between the Government of the Republic of Portugal and EMSA'. The 'Important Information' section states that applications must include a 'Declaration on honour' and a 'European CV', and that candidates may apply for more than one position but must send a separate application for each vacancy. The main content area features a photograph of the EMSA building and text describing the agency's role and recruitment procedures. The 'Career popular FAQs' section includes questions like 'Is it possible to undertake a traineeship at EMSA?' and 'How often are new jobs posted on your website?'. The right sidebar contains sections for 'Vacancies: upcoming deadlines' (listing EMSA/AD/2012/03 and EMSA/SNE/2012/01), 'EMSA Subscriptions', 'EMSA Twitter', and 'EMSA RSS feeds'.

Here, under the “Positions Available” tab you can view the list of the vacancies for temporary and contract agents, with the deadline for submission of applications for each one of them. By clicking on each link, you can consult the current published vacancies, as well as a link to take you to this user guide. Below you can see the page at the time of publication of the user guide.


[Home](#) [About](#) [Working with us](#) [Implementation Tasks](#) [Operational Tasks](#) [Workshops & Events](#) [Documents](#) [News](#) [Contacts](#)


[Home](#) > [Working with us](#)

Career Opportunities Menu

- ▶ [My account](#)
- ▶ [Frequently Asked Questions](#)

Important information

 Candidates may apply for more than one position but must send a separate application for each vacancy. Please read carefully the call for applications.

Vacancies 

Welcome to the EMSA Vacancies page. Here you will find details of all vacancies currently available for Temporary Agents and Contract Agents in the European Maritime Safety Agency. Candidates for a position as Seconded National Expert, Traineeship or National Expert On Professional Training should look [here](#).

Important: Please note that you must submit your application solely using our online application system. For this, you must have a valid e-mail address. Please refer to the User Guide below.

Please note that the EMSA does not consider unsolicited applications as all vacancies are published on-line when they become available. We suggest that you regularly consult our website for posts suiting your experience and background.

Temporary Agents

- No vacancies are currently open.

Contractual Agents

- No vacancies are currently open.

General Information

Please see the [User Guide](#) for instructions on how to use the online application site

Data protection clause

Any personal data provided by the Applicant shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movements of such data. It shall be processed solely for the purposes of the recruitment exercise. The Applicant shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Applicant have any queries concerning the processing of his/her personal data, (s)he shall address them to the delegated controller of the data, Head of Human Resources section.

The Applicant shall have right of recourse at any time to the [European Data Protection Supervisor](#).

For more on personal data protection and related documents see the [Personal Data Protection page](#).

2. The vacancy notice

Here is an example: after you chose a vacancy you will be able to scroll down to read the vacancy notice in its entirety online:

(i) Upper part

[Home](#) > [Working with us](#)

Career Opportunities Menu

- Main Page
- This Vacancy
- Printable version
- Apply for this vacancy
- Frequently Asked Questions

European Maritime Safety Agency (EMSA)

Vacancy notice EMSA/AD/2012/20 (Agency's Temporary Staff)

Post:	EMSA/AD/2012/20 - Assessor of Classification Societies
Directorate/Unit:	Unit B.1
Type of post:	Temporary agent post
Grade :	AD5
Location:	Lisbon

Closing date for applications: 25 October 2012

The selection of candidates will follow the EMSA Staff Recruitment Procedure. Candidates must apply for this post via the EMSA website <http://www.emsa.europa.eu> - vacancies. Please note that to make an EMSA on-line application you will need to create your EMSA profile using a valid e-mail address and a password.

1. Background

The European Maritime Safety Agency was established for the purpose of ensuring a high, uniform and effective level of maritime safety, maritime security as well as prevention of and response to pollution by ships within the EU.

The idea of a European Maritime Safety Agency (EMSA) originated in the late 1990s along with a number of other important European maritime safety initiatives. EMSA was set up as the regulatory agency that would provide a major source of support to the Commission and the Member States in the field of maritime safety and prevention of pollution from ships.

The European Parliament and Council Regulation (EC) No 1406/2002 provides the legal basis for the establishment of the European Maritime Safety Agency (EMSA).

2. Tasks of the Agency

The Agency's tasks are broadly divided into four key areas in line with its founding regulation and relevant EU legislation. Firstly, the Agency assists the Commission in monitoring the implementation of EU legislation relating, among others, to ship survey and certification, certification of marine equipment, ship security, the training of seafarers and Port State Control.

Secondly, the Agency develops and operates maritime information capabilities at EU level. Significant examples are the SafeSeaNet vessel tracking system, to enable the EU-wide tracking of vessels and their cargoes, and incidents on board; and the EU LRIT Data Centre, to ensure the identification and tracking of EU flagged ships worldwide.

In parallel, a marine pollution preparedness, detection and response capability, which includes a European Network of Stand-by Oil Spill Response Vessels as well as a European satellite oil spill monitoring and vessel detection service (CleanSeaNet), contributes to an effective system for protecting EU coasts and waters from pollution by ships.

(ii) Middle part

4. Functions and Duties

Under the responsibility of the Head of Unit B.1, Safety Assessments and Inspections and the Lead Assessor, the successful candidate will be responsible for:

- Participating in the managing and planning of the inspections to be carried out on classification societies;
- Carrying out the scheduled inspections including visits to ships;
- Reporting on findings of the inspections and proposing recommendations;
- Participating in the evaluation of the effectiveness of the inspection methodology;
- Participating in other tasks of the sector.

5. Eligibility and Selection Criteria

A. ELIGIBILITY CRITERIA:

A. 1 Education:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or;
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

A.2. Language skills:

The main working language in the field of maritime safety is English. Candidates must therefore have a very good command of oral English, as well as in writing, with a satisfactory knowledge of at least one other official language of the European Union to the extent necessary for the performance of the above mentioned duties.

B. SELECTION CRITERIA

B.1. Essential:

A relevant university degree relating to the above mentioned field;

- At least one year of relevant professional experience in the area of the functions and duties;
- Good knowledge of the role and working methods of classification societies;
- Good knowledge of EU legislation and international conventions related to classification societies and ship safety;
- Good knowledge of international quality standards, such as EN ISO/IEC 17020:2004 and the ISO 9000 series;
- Very good communication skills.

B.2 Advantageous:

- Knowledge of a third EU language.

(iii) Lower part

9. The Selection Process

Candidates must submit their application electronically solely via the EMSA website within the deadline. Applications by any other means (hard copy or ordinary e-mail) or submitted after the deadline will not be accepted.

All candidates will receive an acknowledgement of receipt for their application.

For each selection process a Selection Board is nominated. The Selection Board will evaluate all applications and select those candidates meeting the eligibility criteria and the best qualified candidates, judged on the basis of the selection criteria, are short-listed for an interview. The selected candidates will be invited to pass one or several written exams related to the job profile and to take part in a selection interview.

During this recruitment phase, the selected candidates will be evaluated by the Selection Board. After the interviews, the Selection Board will draw up a list of the most suitable candidates. The Appointing Authority will select the successful candidate and inform him/her accordingly. As soon as this decision is taken, all candidates will receive an information letter.

Please note that a binding commitment can only be made after verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list will remain valid for a period of 1 year following its establishment. Therefore candidates whose name will be put on a reserve list could be offered a contract during this period of time.

Please note that the selection process may take several months to be completed and that no information will be released during this period. Once a selection process has been completed, its status will be displayed on our web site.

Please note that once you have created your EMSA profile, any correspondence regarding your application must be sent or received via your EMSA profile.

For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to mail_recruitment@emsa.europa.eu

Requests for information and appeal:

An applicant who would like further information, or considers that he/she has grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further information from the Chairperson of the Selection Board.

For information on how to lodge a complaint and/or an appeal procedure, please consult the 'General Information for Recruitment' overview on our website for more information:
<http://www.emsa.europa.eu/recruitment-info.html>

 [Apply for this vacancy](#)

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3. Applying for a vacancy/Creation of an EMSA profile

If you wish to apply for a vacancy, you can initiate the procedure by clicking either on the specific button on the upper left-hand side of the page:

The screenshot shows the EMSA website's 'Working with us' page. On the left, a 'Career Opportunities Menu' has a yellow highlight on the 'Apply for this vacancy' option. The main content area is titled 'European Maritime Safety Agency (EMSA)' and 'Vacancy notice EMSA/AD/2012/20 (Agency's Temporary Staff)'. It lists details for a post: EMSA/AD/2012/20 - Assessor of Classification Societies, Unit B.1, Temporary agent post, AD5, Lisbon. The closing date for applications is 25 October 2012.

Or on the link to be found at the very end of the vacancy notice:

This screenshot shows the bottom of the vacancy notice page. It includes a section for 'Requests for information and appeal' with a link to 'http://www.emsa.europa.eu/recruitment-info.html'. At the bottom right, the 'Apply for this vacancy' button is highlighted in yellow. The footer contains a disclaimer and copyright notice for 2011 EMSA.

You will then be directed to a page giving you basic instructions and information on the application and recruitment procedure. In particular, your attention is drawn to the fact that you need to have a valid e-mail address in order to create your online EMSA profile and apply for the selected vacancy.

After this information page, you continue the process by clicking on the "Continue/Apply" link on the bottom of the page:

The screenshot shows the 'Reminder before applying to EMSA Vacancies' page. It features the EMSA logo and a navigation bar. The main content area provides instructions on how to apply electronically, including the need to create an EMSA profile with a valid email address and password. It also mentions that correspondence regarding the application must be sent via the EMSA profile. At the bottom right, the 'Continue/Apply' button is highlighted in yellow. The footer contains a disclaimer and copyright notice for 2011 EMSA.

The next page gives you further explanations, (your e-mail address will be your username) and differentiates between applicants who have already created an EMSA profile (they can proceed

directly by clicking on the “login” link at the bottom of the page) and applicants who have not yet created their profile (they have to click on the highlighted link “create your EMSA profile”). This page looks like this:

[Home](#) > [Working with us](#)

Career Opportunities Menu

- ▶ Main Page
- ▶ My account
- ▶ FAQs

REGISTRATION - Important information

Your EMSA profile

If this is the first time that you have made an EMSA on-line application you will need to [create your EMSA profile](#) using a valid email address and a password. Your user name is the email address you provide. This email address may be used by the EMSA Human Resources team to alert you to new messages within your EMSA profile, and therefore should remain valid for the duration of the selection process for the vacancy.

Please note that you will be contacted by EMSA via your EMSA profile and not by ordinary post or e-mail.


Your EMSA profile is the only valid source of information and therefore it is imperative that you consult your profile regularly.

IMPORTANT:

When creating your EMSA profile, you must indicate your first and last name as printed on your passport/identity papers (please use Latin characters). If you already have an EMSA profile you can log on below.

[LOGON](#)

When you want to create your EMSA profile, you are directed to a page containing fields to fill in with your name and e-mail address which, from that moment onwards, will be used as your username. You have to create a password to access your profile and then just click on the button “Create user”:

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Career Opportunities Menu

- [Main Page](#)
- [My account](#)
- [FAQs](#)

Create your EMSA profile

This page allows you to create your EMSA profile account. All fields must be filled.

First name:

Family Name:

User name/E-mail:

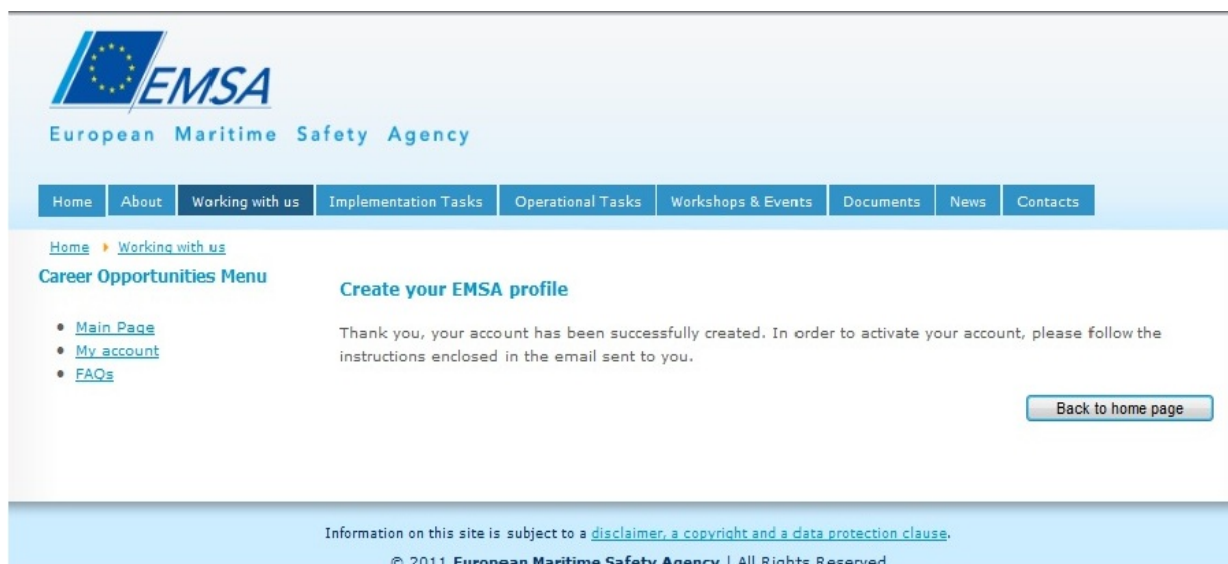
Password:

Confirm Password:

Create User

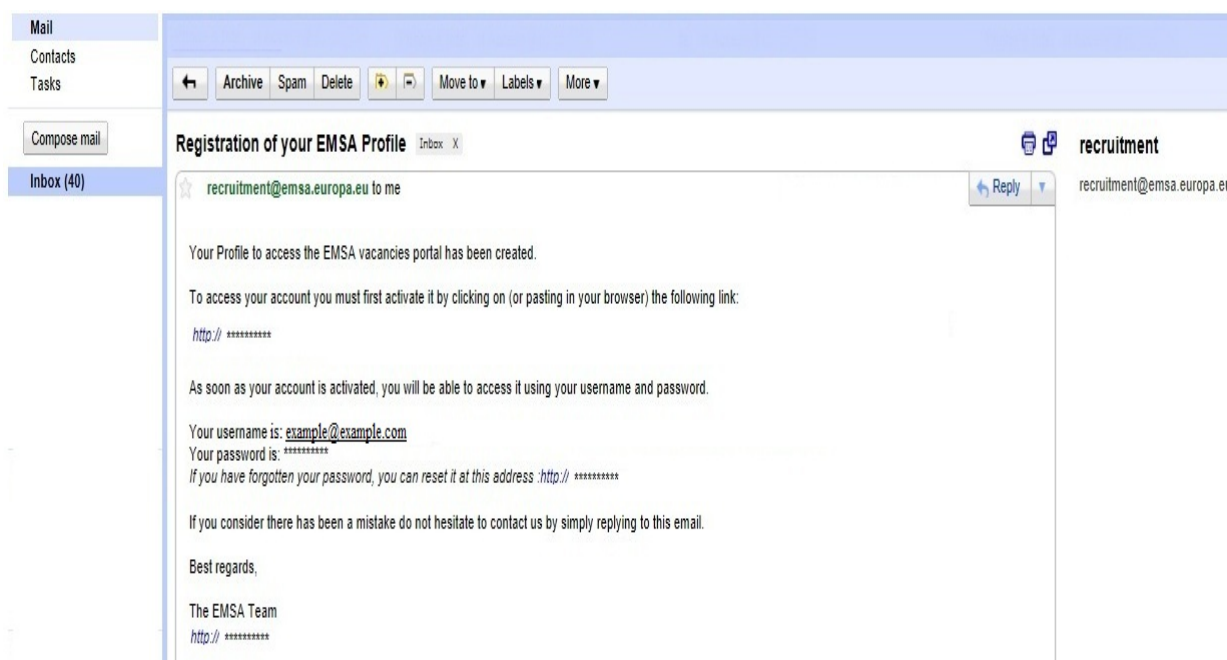
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As soon as this is done, you will receive confirmation of the creation of your EMSA profile:




Then, you have the choice between either simply returning to our home page for further consultation, or, going to your e-mail address where an e-mail will have been sent giving you further instructions for you to continue the application procedure.

This is the content of the confirmation e-mail:



As you can see, you will have to click on the link sent in the e-mail in order to activate your profile (this procedure is needed in order to ensure that the e-mail address you have provided is valid and correctly spelled). You also receive a link to be used in case you forget your password.

Once you have clicked on the above-mentioned link, you are re-directed to our internet site on the vacancies portal, to a page confirming that your profile has been activated, and providing the link enabling you to continue the application procedure:



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Home > Working with us

Career Opportunities Menu

- [Main Page](#)
- [My account](#)
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Vacancies Portal


Thank you,

Your account is now activated. To access your profile and to apply for one of the published vacancies , please [click here](#).

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You can now log in for the first time using your username (e-mail address) and password:



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Career Opportunities Menu

- [Main Page](#)
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My EMSA profile

Please log on to access your profile. If you do not have a profile please [click here](#) and follow the instructions to create one.

User Name:

Password:

☐ Remember me next time.

[Log in](#)

If you have forgotten your password [click here](#).

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You are now logged in and you can start filling in your application for the selected vacancy. The first page you access gives you basic information on how to proceed. You can go ahead by clicking on the "continue" button at the bottom of the screen:

Home > Working with us

Career Opportunities Menu

- [Main Page](#)
- [My account](#)
- [Status of my applications](#)
- [Change your password](#)
- [Log Out](#)
- [FAQs](#)

New competition added

The application for post "2012/20 - Assessor of Classification Societies" has just been added to your profile, so you can proceed with your application. You can access the details of your application from the menu "Status of my applications" situated on the left-hand panel under "My EMSA Account".

To validate your application for this position **you must complete** all the mandatory fields requested in the application form.

Once you have completed all the mandatory fields in your application you will be able to submit your application for this vacancy. Note that your application will be valid only if submitted by the closing date of **25 October 2012**.

To continue with your application, please click on the "Continue" button below.

[Continue >](#)

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Overview of EMSA profile and application(s)

The next screen provides the overview of your EMSA profile. It is composed of three folders:

A) The status of your application

This is a pictorial representation of where you are situated within the time-scale of the particular recruitment procedure for each application. A diagram shows you in real time the main steps with the relevant milestones and their respective dates.

If you have not yet submitted your application, a message is given, warning you that you must fill in all the mandatory fields of your profile (marked with a red asterisk) in order to be able to successfully submit your application:

Home > Working with us

Career Opportunities Menu

- Main Page
- My account
- Status of my applications
- Change your password
- Log Out
- FAQs

My application for position ref: EMSA//2012/20

To view a printable version of the 'Vacancy Notice', click on the following link : [HTML 2012/20 - Assessor of Classification Societies](#).

To view a printable version of your application, click on the following link : [My application](#)

-- Html tags are not allowed in any text box. --

Status Messages Profile

Important Information

WARNING!!! : You have 3 day(s) left before the closing date.
After 25 October 2012 you will not be able to submit your application and your application will be void.

You need to fill all the mandatory fields to be able to submit your application. You need to do it before 25 October 2012 ; otherwise your application will not be taken into consideration.

All tabs marked "X" have mandatory fields that are not yet filled. Mandatory fields are marked with a red asterisk (*).

Delete Submit

The following time line gives you a overview of the main stages of your application.

Timeline diagram showing the application process stages:

- 27/09/2012: Opening date for selection process
- 25/10/2012: Deadline for submission of applications
- 01/03/2013: Starting date for position

Duration of selection process

B) The personal profile folder/Submitting an application

You now have to go to the folder marked "Profile" and fill in all the mandatory fields of all the labelled sub-folders:

Status Messages **Profile**

X General information **X** Education & training **X** Knowledge of languages

X Other skills, information **X** Professional experience **X** Motivation

You can fill in the sub-folders in any order you wish. To pass from one sub-folder to another, you have to click on the "save and continue" button at the bottom of each page:

Home Address

Street and number: Lisbon Rua

Town/City: Lisbon

Postcode: 1249 209

Country: Portugal

Address for correspondence:
(if different from home address)

Street and number:

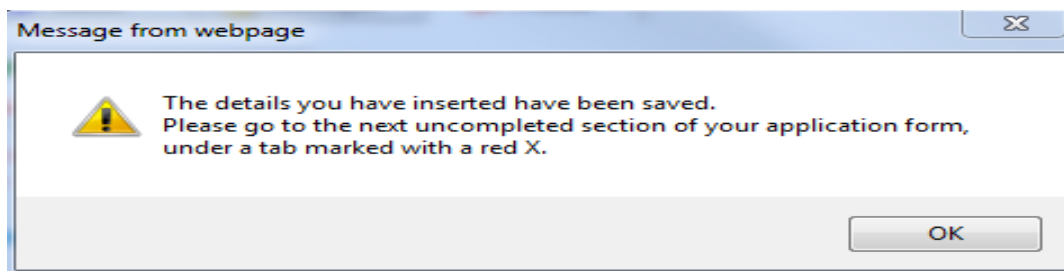
Town/City:

Postcode:

Country: Select an item

Save and continue

The following message will then appear, after you've saved the information for each subfolder:



Below you can view all the sub-folders of the EMSA profile.

(i) General information

✖ General information
✖ Education & training
✖ Knowledge of languages

✖ Other skills, information
✖ Professional experience
✖ Motivation

Personal info

First Name:

Family Name:

Sex: ☐ Male ☐ Female

Date of birth:

(dd/mm/yyyy)

Place and country of birth:

Nationality (EMSA Member States only):

Nationality (state all other):

Nationality (EMSA Member States only): Select an item ▼

Phone number(s) and E-mail

Tel. private:

Mobile:

Tel. work:

Fax:

(ii) Education & training

In this subfolder, once you have completed the relevant fields, it is very important to remember to save the information by clicking the save button to the right of the field. If you wish to modify the information, you also need to click the button to the right of the field.

✔ General information
✔ Education & training
✖ Knowledge of languages

✖ Other skills, information
✖ Professional experience
✖ Motivation

Secondary and higher education

Name of the establishment (city, country)	Diplomas or certificates obtained including grades achieved	Years from / to	
Liverpool High School	A levels	1994/1996	Modify
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Name of the establishment <div style="flex-grow: 1; border-bottom: 1px solid #ccc;"></div> <div style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 0 5px; font-size: 0.8em;">▲▼</div> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Diplomas or certificates <div style="flex-grow: 1; border-bottom: 1px solid #ccc;"></div> <div style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 0 5px; font-size: 0.8em;">▲▼</div> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> from / to <div style="flex-grow: 1; border-bottom: 1px solid #ccc;"></div> </div>	Save

Alternatively, you can press the save and continue button before proceeding to the next subfolder.

(iii) Knowledge of languages

In this subfolder you indicate which languages you speak, and at which level. In order to add a language you must click on the 'add' button as indicated below. You can then add additional languages and then save and continue to proceed to the next subfolder.

StatusMessagesProfile

General informationEducation & trainingKnowledge of languagesOther skills, informationProfessional experienceMotivation

Specify your level in the English language

Mother tongueExcellentVery GoodGoodAveragePoor

Specify any other language you know

Language	Mother tongue	Excellent	Very Good	Good	Average	Poor
French	<input type="radio"/> Mother tongue	<input type="radio"/> Excellent	<input checked="" type="radio"/> Very Good	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
<div>Add</div>						

Save and continue

(iv) Other skills, information

Within this subfolder you need to add any computer skills you have and any other information you deem is relevant for the position. Remember to 'save and continue'!

StatusMessagesProfile

General informationEducation & trainingKnowledge of languagesOther skills, informationProfessional experienceMotivation

Other skills, information

Knowledge of office computer software, for example: Word, Excel, MS Access, etc. (specify)
number of characters: 154 (minimum number of characters : 100)
I am a proficient user of Microsoft Office. I have used various databases and am also able to program in SQL, as well as running queries using other DB's.

Periods of at least three months spent abroad (countries visited, years, reasons)
China - Ship builders association - 2000 - study and work placement

Other information
I have attended numerous conferences and workshops on ship building and the problems incurred around this topic.

Security clearance

Level of your security clearance: None
Please Specify:

Save and continue

(v) Professional experience

Firstly go to 'add your current situation':

✓ General information ✓ Education & training ✓ Knowledge of languages
✓ Other skills, information ✗ Professional experience ✗ Motivation

Your professional experience

List all employment you have had, starting with your current situation. Also indicate any period during which you were not gainfully employed.

Dates	Position/Description	Employer
-------	----------------------	----------

Add your current situation

Then complete the fields with all of your professional experience:

Information regarding your current position

Dates of employment ☒ **Dates of unemployment** ☐

From : (dd/mm/yyyy) 10/10/2006 To : ☒ Ongoing

Information concerning your current employer

How much notice would you require to report to work, or length of the legal notice period? 3 months

Have you any objections to our making enquiries of your present employer? ☐ Yes ☒ No

Employer information

Name: Liverpool Ship yard
Address: Liverpool Street
Liverpool
Type of business: Ship Builders

Description of the position

Title: Chief Surveyor
Number of employees under your direct supervision: 5


And save and close the form in order to ensure that the information is saved.

Description of the position

Title: Chief Surveyor
Number of employees under your direct supervision: 5
Place of employment: Liverpool
Name and Title of your supervisor: Mr Smith
Detailed description of your work: Surveys on the ship building process; Checking compliance of standards; Proposing improvements to procedures; Auditing plans.
Languages used: English, Spanish

Save and close **Close**

If you wish to modify the information or delete it you can do so by clicking on the icon to the right of the 'employer' field:

Dates	Position/Description	Employer	
10/10/2006 - ongoing	Chief Surveyor	Liverpool Ship yard	

(vi) Motivation

In this subfolder you should give the reasons why you would like to work for the Agency, for the position you've applied to:

✓ General information

✓ Education & training

✓ Knowledge of languages

✓ Other skills, information

✓ Professional experience

✗ Motivation

Your motivation on why you want to join the Agency as an "Assessor of Classification Societies"

number of characters: 231 (minimum number of characters : 100)

I would like to broaden the skills and knowledge that I have in the field of assessing and auditing ship builders and classification societies. I believe that my expertise and background would be invaluable to the post in question.

Save

You can log out if you wish before completing all of the subfolders without losing the inserted data. However, as long as all mandatory fields are not filled in, the sub-folders concerned and the main profile folder will still be marked with a red cross (X) and you will not be able to submit your application.

Once all sub-folders are completed and the profile folder is marked with green tick (✓), you have the choice: you can either log out (you may wish for instance add further information or details at a later stage) or immediately submit your application.

To validate the submission of the application, go to Status and then click on the submit button:

All the mandatory fields are filled and you are now able to submit your application from the "Status" tab.

Status

Messages

Profile

Important information

WARNING!!! : You have 3 day(s) left before the closing date.

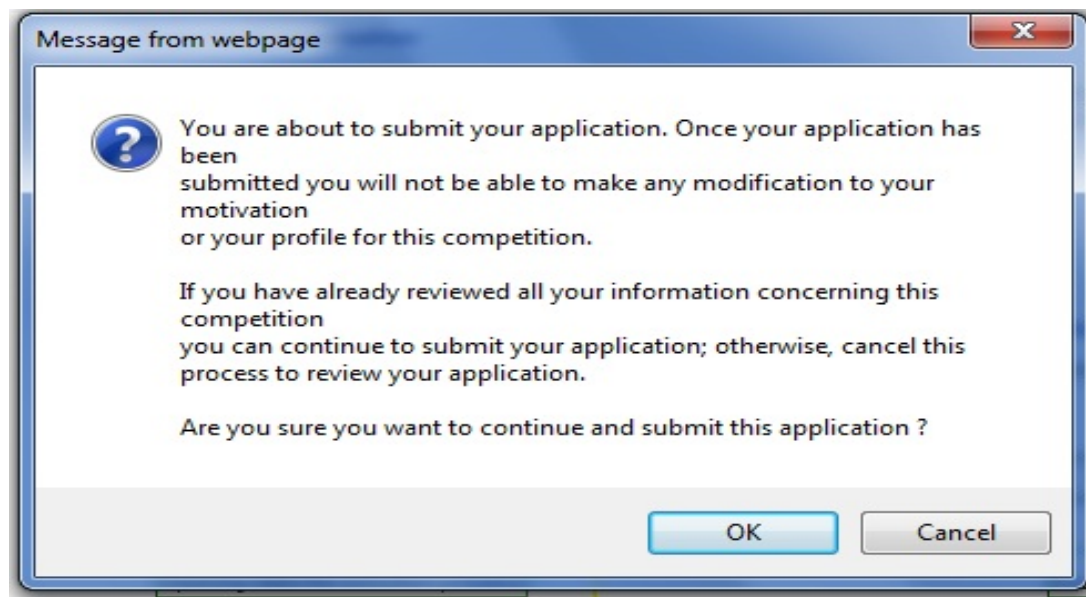
After 25 October 2012 you will not be able to submit your application and your application will be void.

All the mandatory fields are filled and you are now able to submit your application. You need to do it before 25 October 2012 ; otherwise your application will not be taken into consideration.

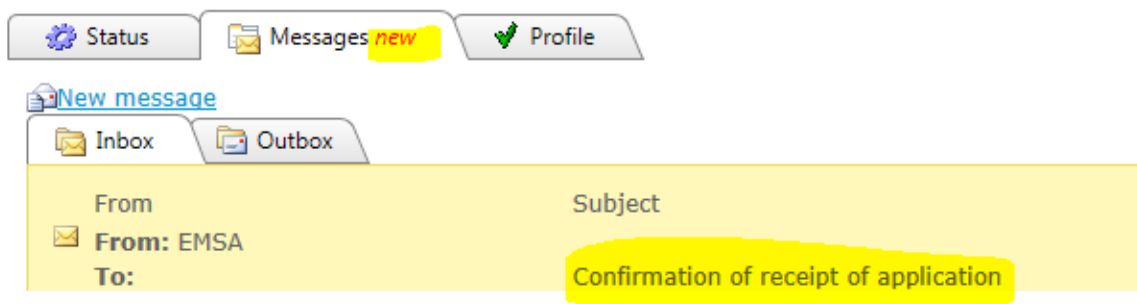
Delete

Submit

In the case where you want to go ahead with the submission of your application, the system generates a warning message, since once you submit your application it will not be possible to modify it afterwards:



When you submit your application, you will receive a confirmation message in your messages folder:



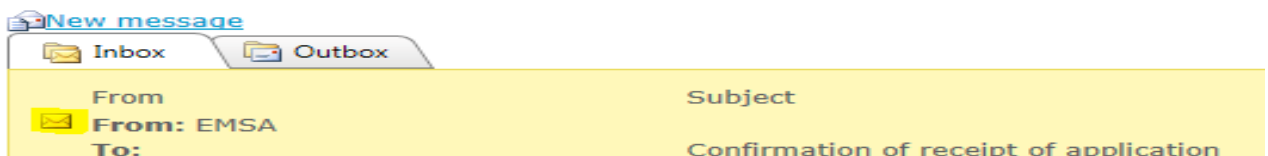
C) Communicating with EMSA/The messages folder

The third folder is for messages. Please note that, apart from the initial confirmation of the creation of your EMSA profile, all subsequent correspondence, including confirmation of receipt of your application, will be sent directly to the messages folder of your profile and **not** to your e-mail address. Accordingly, please check it regularly.

Also, if you want to contact the EMSA Human Resources Unit concerning a recruitment procedure for which you are applying, you will have to send your message from the same messages folder.

The messages folder looks and functions exactly like any other e-mail account with an inbox and outbox.

When you apply for a position, you will receive confirmation of that your application has gone through by receiving a message in your inbox. To read it, you must click on the envelope icon to the left of the message:



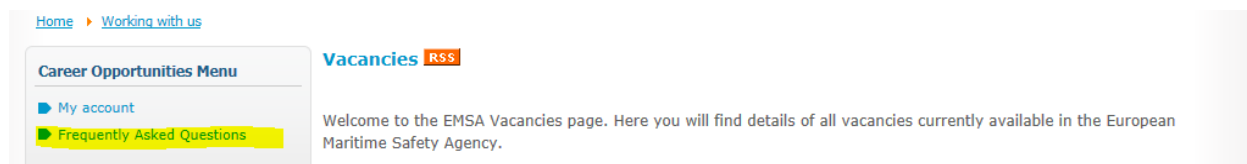
And here is the text of the message you will receive confirming the submission of your application:



Following receipt of your application, in line with the EMSA recruitment procedure, it will be screened and assessed by a Selection Board. Eventually, you may be invited to an interview and, if successful, you will be recruited. It is important to note that, whatever the results of your application, positive or negative, you will receive information about it as soon as this is available and confirmed by the relevant Selection Board.

4. Further questions?

You are now ready to create your profile and submit an application. Should you have further questions, we invite you to consult the frequently asked questions (FAQ) by clicking on the link available on the upper left of the vacancies portal:



Or directly on the present link: <http://www.emsa.europa.eu/faqs.html>