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## **Applying for a traineeship at Eurofound**

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### **How can I apply for a traineeship at Eurofound?**

Complete the online application form via Eurofound's [vacancies page](#).

### **Is there a closing date for sending in applications?**

Yes. The closing date for sending applications is indicated on the vacancies page. Applications received after the closing date are automatically rejected.

### **I have not finished my Bachelor's degree by the deadline for applications, can I apply?**

Applicants are required to have completed the first cycle of a university education at Bachelor level by the closing date for applications. A list with the minimum national qualifications by country can be found in Annex I of the rules governing the traineeship.

### **I have not finished my Master's degree by the deadline for applications, can I apply?**

Applicants are not required to have completed the post-graduate education, although this may be preferred for some profiles. For recently finalised or on-going post-graduate studies, an official declaration from the relevant university must be provided.

### **May I submit an open/unsolicited/spontaneous application?**

No. Unsolicited / spontaneous applications for traineeship are not accepted. The online application form is the only acceptable means of applying for a traineeship.

### **Can I apply for more than one traineeship notice at a time?**

One application is accepted from each candidate, indicating 1<sup>st</sup> and 2<sup>nd</sup> preference of profile.

### **I have applied before and was rejected. Should I try again?**

Yes. You may reapply for a subsequent traineeship period. However, you must submit a new application.

### **Is there an age limitation for applying for a traineeship at Eurofound?**

There is no official age limit for applying for a traineeship. However, the traineeship programme is aimed at recent university graduates and presents an opportunity to gain initial work experience.

### **I come from a country that is not a Member State of the European Union; may I apply for a traineeship at Eurofound?**

No. To apply for a traineeship at Eurofound, it is mandatory to be a national of one of the Member States of the European Union.

### **I have a degree from a country that is not a Member State of the European Union; am I eligible for a traineeship?**

Holders of university diplomas and degrees received in a country that is not a Member State of the EU should have the degree officially recognised by the deadline for application in one of the Member States of the European Union.

### **What language should I use in my application for a traineeship?**

Please complete the form in English. At Eurofound, the working language is English, therefore an excellent knowledge of this language is an essential requirement.

### **What do I do if I encounter technical problems while submitting my online application form?**

In case of technical problems it is your responsibility to notify Eurofound as soon as possible, by sending an e-mail to [recruitment@eurofound.europa.eu](mailto:recruitment@eurofound.europa.eu) and by providing a description of the problem and a screenshot of the message you received from the system. This will allow us to promptly investigate any technical issue. *Please do so well before the deadline for applications.*

### **How are trainees selected?**

Eurofound makes its selection of trainees on the basis of the applications received. The eligibility check is carried out by

the Human Resources Unit. The lists of eligible candidates are forwarded to the host units and shortlisted in line with the requirements of the Agency. Shortlisted candidates will be contacted over the phone to check availability, knowledge skills and to discuss reciprocal expectations. The telephone interview is held in English.

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### **Will I be informed about the outcome of my application in any case?**

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Successful applicants are contacted by HR and will receive a traineeship offer indicating the dates of the traineeship period. Due to the high number of applications, candidates who are not shortlisted are not contacted. Information on the closure of the selection process will be posted on Eurofound's vacancies page.

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### **Can I have a part-time traineeship?**

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No. All candidates who are accepted for a traineeship must participate full time, which at Eurofound means 40 h/week.

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### **Practical information about Dublin**

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#### **Does Eurofound provide any kind of accommodation?**

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No. Finding and paying for accommodation is entirely your responsibility.

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#### **How do I reach Eurofound?**

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Eurofound is located in South County Dublin - 16 km from Dublin city centre. The most

convenient public transport options are Dublin Bus (145) and Luas tram.

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### **Do I need to register with the Irish authorities?**

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There is no need to register your arrival with the Irish authorities, although you may wish to register with your country's embassy.

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### **Your first day at the Eurofound**

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#### **When should I start?**

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Eurofound traineeships start on the 1st or the 16th day of the month. Should this day be a weekend or public holiday you will start on the next working day. You will receive an e-mail from HR containing instructions regarding your first day at the Agency.

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#### **Is there a dress code?**

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There is no strict code at Eurofound. Staff are expected to dress appropriately for their work. It is standard for staff to dress more formally for meetings, conferences and events that require so.

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#### **What will happen on my first day?**

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There will be a welcome briefing where the main elements of your traineeship will be explained to you. You will have a chance to meet the other trainees. HR will answer any questions you may have and will bring you to the Unit where you are assigned.

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### **Do the documents to be presented on the first day need to be original versions?**

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You can either provide certified copies of the documents released either by the responsible institution or an accredited body **OR** you can present the original documents and provide a regular photocopy that will be certified by HR. Please be aware that failure to provide the documents may lead to the withdrawal of the traineeship offer.

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### **I would like to know what is expected from me. Is there any guide or task checklist to know what I am going to do during my traineeship from the first day?**

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You will receive a task description from your supervisor on your first day. The task description will set your tasks for the period of your traineeship, although the tasks may change / develop during your traineeship.

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### **Being a trainee at Eurofound**

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#### **Are all applications and applicants that come to Eurofound treated in the same way?**

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Eurofound applies a policy of equal opportunities and accepts applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a

national minority, property, birth, disability, age, gender identity or sexual orientation.

### **How long is the traineeship?**

The standard traineeship period is 6 months.

### **Can the traineeship period be extended?**

Based on the recommendation of the Head of Unit, the traineeship can be extended to a maximum of 12 months.

### **How much will my grant be?**

The grant for 2023 is €1,827.

### **When am I paid?**

Your grant will be paid monthly, by the 15<sup>th</sup> day of the month.

### **Am I exempt from taxes?**

Yes, there is no taxation applied on your grant. Trainees are responsible for checking with their place of origin tax administration if the allowance should be declared as income under national law.

### **When do we receive our travel allowance?**

Trainees may be entitled to a travel allowance towards cost of travel to and from Dublin at the beginning and at the end of the traineeship according to the address in their application.

### **What are the working hours and what days am I supposed to work?**

The regular working hours are 8 hours a day from Monday to Friday. The core time is from Monday to Friday between 9:30

to 12:00 and 14:30 to 16:00 (15:00 on Friday).

### **May I telework or work from abroad?**

Flexible working with some days on-site and some teleworking at the home (Dublin) address is possible. Telework from outside the place of employment is not generally permitted.

### **Is there a canteen?**

There is a dining hall / canteen at Eurofound where breakfast, lunch and snacks can be purchased.

### **What happens if for some reason I need to terminate my traineeship due to personal problems, such as serious illness of a family member back in my country?**

You are advised to inform your supervisor and Head of Unit, HR as soon as possible.

### **What is my leave entitlement?**

A total of 2 days leave per month. You apply for annual leave by email, requested to /approved by your Head of Unit (copy to 'Attendance').

### **Can I take my whole annual leave entitlement the last 2 weeks of my traineeship?**

Your leave entitlement may be used at any time during your traineeship, but any leave plans and requests must be agreed with your supervisor and

requested to / approved by your Head of Unit (copy to 'Attendance'). There is no provision to pay trainees for any unused leave at the end of their traineeship contract.

### **I want to come to work by bicycle, is there any space where I can park my bike?**

Yes, Eurofound has a covered bicycle parking area in the building.

### **Will I get training?**

Upon your arrival at Eurofound, HR will give you an overview presentation of Eurofound, and you will get specific training relating to your tasks within your host unit. The whole traineeship is considered as being your on-the-job training.

Apart from the core training mentioned above, spare places at in-house training courses can be offered to trainees in case of availability of places and in agreement with the Head of Unit and HR. As the whole traineeship is considered a training experience, any further attendance to courses organised by HR or identified by the trainee or their host unit are an exception. A trainee may only attend these courses if they are absolutely necessary for the performance of their tasks at the Agency (for example, specific software or training on a specific agency procedure). These requests for additional training have to be duly justified by the trainee's supervisor and have to be approved by the Head of Unit and HR.

### **As a trainee, to what extent am I bound by confidentiality obligations?**

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Trainees will sign a Declaration of Confidentiality. Remember that everything you write while at Eurofound's service is the property of Eurofound. Please also be aware of the obligation to inform HR of any outside activities that you may take during the traineeship.

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### **At the end of the traineeship**

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#### **Is it possible to have a certificate that shows that I have been a trainee at Eurofound?**

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Yes. HR will provide you with a traineeship certificate outlining your status and the period of your contract.