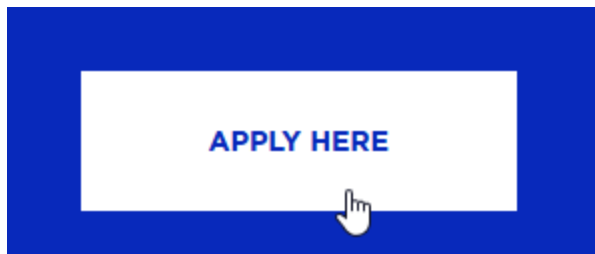# Guide to F4E Vacancies

Introduction

The purpose of this guide is to provide step-by-step instructions on how to set up your profile and submit an application.

The online application process starts when clicking "APPLY HERE" below the vacancy of your interest on the Vacancy page:

https://fusionforenergy.europa.eu/vacancies/

Apply for vacancy

1. As mentioned in the previous section, in order to create your account, click on "APPLY HERE" to initiate the application process.

2. In the "New Registration" section, fill in the email and password fields.

New registration

All fields marked with an (*) are mandatory

Email *

Email confirmation *

Password *

Create your password, between 8 and 20 characters including at least 1 digit, 1 special character, 1 uppercase character.

Password confirmation *

Last name *

First name *

3. Click on the "Last name" and "First name" fields and fill in the information.

Last name *

First name *

4. Click on "NEXT STEP" to continue the application process.

NEXT STEP

5. In the "Contact Information" step confirm the details and click on "NEXT STEP".

Apply for Budget Assistant (Step 1 / 3)

Contact information	Personal data	Application

All fields marked with an (*) are mandatory

Email

jesper.hansen@ext.f4e.europa.eu

Edit

Last name *

HANSEN

First name *

Jesper

NEXT STEP

6. In "Personal data", select nationality (if not already selected) and date of birth. You can select maximum two nationalities. Then continue by clicking on "NEXT STEP".

Contact information	Personal data	Application

All fields marked with an (*) are mandatory

Personal data

Nationality *

Austria
Belgium
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France

Date of birth *

dd/mm/yyyy

PREVIOUS STEP   **NEXT STEP**

7. In the final step, specify the application data. In the first part, fill in the mandatory fields for address, postal code, city, country, gender, and contact number. You can also specify the optional fields such as "Linkedin URL profile", if you so wish. Then check one of the checkboxes for "How did you hear about this opportunity" and from the dropdown select the values for the following two fields: "Do you have a physical disability that may require special arrangements to be made if you chosen?" and "Do you have any family member currently working at F4E, in any status (staff, expert, trainee, SNE, interim, etc.)?".

Contact information	Personal data	**Application**

Application specific data

Address 1 *

Address 2

Postal code *

City *

Country *
- No selection -

Gender *
- No selection -

Contact number *
⬛ ▾ 0664 123456

LinkedIn URL profile

How did you hear about this opportunity

- ○ Current or former F4E trainee
- ○ EU Careers / European Personnel Selection Office (EPSO)
- ○ EUROFusion
- ○ F4E career site
- ○ F4E Social media (Instagram, Facebook, X)
- ○ F4E Employee
- ○ JobTeaser
- ○ Research Gate
- ○ Professional platform (LinkedIn)
- ○ University/Alumni
- ○ Women in Fusion site
- ○ Other

Do you have a physical disability that may require special arrangements to be made if you are chosen?
- No selection -

Do you have any family member currently working at F4E, in any status (staff, expert, trainee, SNE, interim, etc.)?
- No selection -

8. In the same step scroll down to the "Your CV" section and select your citizenship in the dropdown, you can select only one citizenship here. Then upload your CV and motivational letter by clicking on "SELECT FILE".

   Please note; the CV has to be uploaded using "the Europass template" as described in the text.

Your CV

Please use the europass template in English and name your files as SURNAME_Name_CV, SURNAME_Name_ML

Please select below the citizenship which qualifies you to apply *

- No selection -

CV *

SELECT FILE

Motivation letter *

SELECT FILE

Vacancy specific questions

What is your motivation for applying to this specific position? (3000 char) *
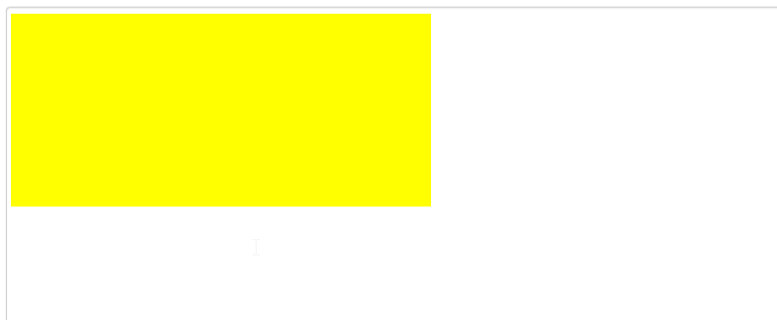
9. In the "Vacancy specific questions" there are three questions, and you should provide the answer in the three text areas as they are mandatory.

What would your two key contributions be to the applied role? (3000 char) *

Tell briefly about a time when you worked successfully as part of a team (3000 char) *

10. In the vacancy declarations, check the three checkboxes to confirm personal data protection policy, submission of your applications, and the terms and conditions, and then press the button "NEXT STEP".

Vacancy declarations

Any personal data provided by the Applicant and included in or relating to the use of this electronic tool shall be processed pursuant to the provisions of 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. "Fusion for Energy" collects personal information exclusively to the extent necessary to fulfil the purpose of the Recruitment process.

The applicant's personal information shall be stored for the duration as provided for in the privacy notice on personal data protection regarding selections. 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 unit. 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, please see European Data Protection Supervisor web page.

I have read the Personal Data Protection Policy and am aware of the registration process features described above. * ☐

In submitting this application, I certify that the statements made are true, complete and correct to the best of my knowledge. I am aware that I might be requested to supply additional documents in support of the statements I made for this application. * ☐

I have read and agree to the F4E Terms & Conditions * ☐

[PREVIOUS STEP]   [SAVE]   [NEXT STEP]

11. A summary of your information will appear and in order to finalise your application, check the "Validate Information" checkbox and click on "VALIDATE".

I have read and agree to the F4E Terms & Conditions   ✓

Validate information?   ☐

Your application is ready to be sent!

Your application is ready to be submitted. Once you're done, you can submit it by clicking the button below.

[PREVIOUS STEP]   [VALIDATE]

12. Once your application is validated, you will receive a confirmation receipt where the role you have applied for will be noted. You will also receive an email application receipt from F4E which will have the sender address "@f4e-jobs.gestmax.eu". We will ask you to monitor your email inbox and spam.

Thank you for your interest in working with F4E

This is to confirm receipt of your application for the position Technical Assistant submitted on the 31/12/2024 at 10:53.
Once the deadline will pass, all applications will be reviewed and given careful consideration. Please note that due to the high volume of applications, only shortlisted candidates who move to the selection phase of the process will be contacted.

If you have not received an acknowledgement message from F4E when registering, please check your spam or junk mail folder. If you still do not see the acknowledgement email, please notify us: e-recruitment@f4e.europa.eu to have it sent again.

OK

Once an application has been submitted, it cannot be updated.

My Account area
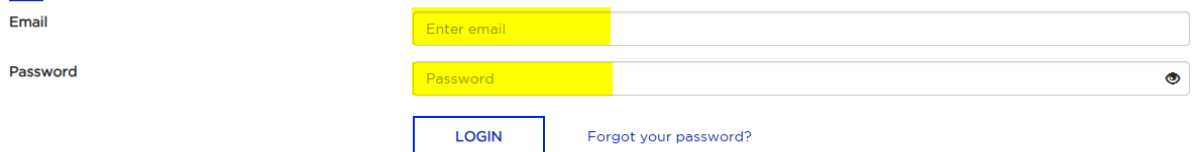
This section will describe the features available in the "My Account" area and provide instructions on each option.

1. Navigate to "My Account" area.
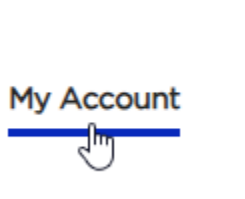
2. Login with your username and password, and click on "LOGIN".

3. Once logged in, the candidate area will display seven options: "Update my account or change my password", "Update my personal data", "View my previous applications", "View my received messages and reply online", "Delete my account", and "Log out".

Welcome to your candidate area Jesper HANSEN

What do you want to do?

- ⟳ Update my account or change my password
- ✏ Update my personal data
- 🏷 Search our current job offers and/or reply to a vacancy
- 💼 View my previous applications
- 💬 View my received messages and reply online
- ✖ Delete my account
- ⏻ Log out

4. To contact us or report an issue, click on "click here to contact us". This will present a window with two links "Contact our Talent Acquisition team" and "Check our FAQ". If you click on the first link, you can contact F4E's Talent Acquisition Team. If you click on the second link, you will see a list of FAQ. If you click on the link "click here to contact us" at the bottom, you can report a technical problem or if you have a question about our recruitment process.

Should you encounter a technical problem or have a question about our recruitment process, click here to contact us.

Questions about your application?

If you have queries about your application, please contact our team:

Contact our Talent Acquisition team

A technical problem?

If you encounter a technical problem with our site:

Check our FAQ