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## **Applying for a traineeship at FRA**

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

Fill in the Online Application form and attach your Europass CV form, as required by the traineeship notice you are applying for (only .doc OR .pdf format).

### **If I have a disability, can I apply?**

FRA encourages people with disabilities to apply. Just tick on the box on the form and tell us of any adjustments or arrangements needed in relation to your disability so that we can accommodate your needs.

### **I come from a minority background, will I be welcome?**

FRA firmly believes in diversity in the workplace. It encourages people with different ethnic backgrounds, beliefs and sexual orientation and gender identity to apply. Roma applicants can also apply through the dedicated Roma traineeship scheme.

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

Yes. The closing date for sending applications is indicated

in the traineeship notice. Applications received after the closing dates are automatically rejected.

### **I have not finished my 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 at FRA.

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

No. FRA does not consider open/unsolicited/spontaneous applications for traineeship. Only applications against an open call can be taken into consideration. The online application form is the only acceptable means of applying for a traineeship at FRA.

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

No. You can only apply for one traineeship notice at a time.

### **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, together with all requested documents.

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

There is no official age limit for applying for a traineeship. However, FRA's traineeship programs are aimed at recent university graduates and present 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 advertised by FRA?**

To apply for a traineeship at FRA it is mandatory to be a national of the Member States of the European Union, EU candidate or potential candidate countries.

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

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



European Union, EU candidate or potential candidate countries.

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

At the Agency, we work mainly in English, therefore a very good knowledge of this language is an essential requirement to do a traineeship at FRA. Applications can be submitted in one of the 24 EU languages; however, in order to facilitate the selection procedure it would be better to submit your application in English. For the same reason, the documents concerning traineeship at FRA are only available in English.

### **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 FRA as soon as possible, by sending an e-mail to [recruitment@fra.europa.eu](mailto:recruitment@fra.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.

### **I have sent my application but I discovered that I made a mistake when filling out the application form.**

### **How can I correct the mistake?**

Submitting an application more than once before the closing date is possible, it will result in the latest submission being taken as the final, authoritative version. If you would like to withdraw your application or make any change within the deadline, please send an email to:

[recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu)

with your request clearly stating the number of your application.

### **How will I know that FRA has received my application?**

After submission of your application you will receive by email an acknowledgement of receipt confirming that your application has been successfully submitted.

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

FRA makes its selection of trainees on the basis of the applications received. The eligibility check is carried out by the Corporate Services Unit. The list of eligible candidates is forwarded to the FRA units and shortlisted in line with the requirements of the Agency. Before a final decision is taken candidates may be contacted over the phone to check availability, knowledge skills and to discuss reciprocal

expectations. The telephone interview is held in English.

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

Successful applicants are contacted by Corporate Services and informed by letter about the outcome of their application. They will receive a traineeship offer and a traineeship contract 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 at FRA webpage.

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

No. All candidates who are accepted for a traineeship must work full time, which at FRA means 40 h/week and 8 h/day same as FRA's staff members.

## **Practical Information about Vienna**

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

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

### **How do I reach FRA?**

FRA is located in the city center, therefore you have several



transport options. If you are traveling by U-bahn (the Viennese underground metro) the nearest station is Karlsplatz (U1, U2 and U4) and from there you only need to walk through Resselpark for around 8 minutes. If the tram suits you better you can take the tram 71 or the tram D and just cross the road to reach FRA.

### **What do I need to open a bank account in Vienna?**

To open a bank account you will need your ID card or the passport; a copy of your contract; and an address.

*Note: Once you have finished filling out the forms, and the bank representative processes them, they will provide you with a welcome pack providing information about the bank's services and the account details and assign you a personal banker who can help you in the future with any question you might have. Bank cards are sent by post within a few days (depending on the bank). With Bank Austria you may go pick up the card at the office in a couple of days.*

### **Your first day at the FRA**

#### **When do I come/start on my first day?**

All FRA trainee contracts start on the 1st or the 16th day of the month. Should this day be a weekend or public holiday you do not need to report to FRA for work. Please report to FRA reception by 10.00 a.m. on the first normal working day (i.e. Monday to Friday). If a different time is set you will be informed in due time.

#### **Who do I ask for on my first day?**

You should ask Corporate Services who is the responsible person for FRA traineeship program.

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

There is no strict code at FRA. Staff are expected to dress in a tidy manner and appropriately for their work. It is normal for staff to dress more formally for meetings, conferences and events that require so.

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

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 all the other trainees. Corporate Services will answer any questions you may have and arrange for your supervisor to bring you to the Department where you are assigned.

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

Not necessarily. You can either provide copies of the documents certified by the responsible institution OR you can present the original documents and provide a regular photocopy that will be certified by HR. But be aware that failure to provide the documents might lead to the immediate withdrawal of the traineeship.

#### **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?**

You will receive a task description on your first day. The task description will set your tasks for the period of your traineeship. It would be normal for the tasks to change/develop during your traineeship.

### **Being a trainee at FRA**

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

FRA 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.

### **If I have a disability, will I be able to work at FRA?**

FRA endeavors to provide an accessible working environment. If you have a disability, just indicate in advance any adjustments or arrangements needed in relation to your disability so that we can accommodate your needs. Upon receipt of proper justification, trainees with disabilities may receive a supplement to their grant (see article 8.4 of the Rules governing the traineeship program).

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

The maximum traineeship period is up to 12 months long. For each traineeship circle, the duration is fixed by the Director.

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

FRA traineeship is intended to last for maximum 12 months.

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

Your grant will be paid during the running month. Please ensure that you provide your bank details to the Corporate

Services, through the filling in of the Financial Identification form, in order to proceed with the payment of your grant.

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

Yes, there is no taxation applied on your grant.

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

Selected trainees will get the travel allowance incurred 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 from Monday to Friday between 8:30 to 13:00 and 14:00 to 17:30. (1 hour lunch break to be taken after 12:00 and return from your break no later than 14:30). The core time is from Monday to Friday between 9:30 to 12:00 and 14:30 to 16:00 (15:00 on Friday).

### **Do we have a canteen at FRA?**

On the 6th floor there is a space named Canteen with tables and chairs where you can have your lunch. In the Canteen space you can use a kitchen with microwaves, fridge and dishwasher, as well as a vending machine. Please keep in mind

that the FRA does not provide any catering or kitchen service. You are encouraged to take one-hour lunch break, whether in the Canteen, terrace or outside of FRA.

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

You are advised to inform your supervisor and Head of Unit, and after their approval, make an immediate appointment with Corporate Services.

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

A total of 2 days leave per month. You apply for annual leave online via the TiMa HR system. Please refer to the sections 7, 8 and 9 of the Article 7 – Rights and Duties for the information on special kinds of leave entitlements.

### **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 be aware that before submitting a leave request you must have the approval of your supervisor. After his/her consent you will need to submit your leave



request electronically via TiMa and wait for your Head of Unit's approval. 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 FRA has a dedicated bicycle parking area in the building.

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

Upon your arrival to FRA you will be invited to attend the Induction training for Newcomers on the activities of the Agency. The whole traineeship is considered as being your on-the-job training.

Apart from the core training mentioned above, spare places at the in-house training can be offered to trainees in case of availability of places and in agreement with the Head of Unit and the Corporate Services. As the whole traineeship is considered as the training experience, any further attendance to courses organized by the Learning and Development team or identified by the trainee or his/her unit are an exception. A trainee may only attend these courses if they are absolutely necessary for him/her to the performance of his/her tasks at the Agency (for example specific database

training, training on a specific agency procedure). These requests for additional training have to be duly justified by the trainee's Supervisor (in line with the delegation rules) and have to be approved by the Head of Unit and Corporate Services.

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

Trainees will sign a Declaration of Confidentiality in line with the content of Art 7.3 of the Section 6 "Rights and Duties" stated by the rules governing traineeship at FRA. Be reminded that everything you write while at FRA's services is property of FRA.

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

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

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

#### **What is the traineeship report?**

The traineeship report is the record of the work undertaken during the traineeship period. It is prepared by the trainee and

submitted to Corporate Services at the end of the traineeship.