

CEI Application Procedure

“Experts for assisting in the implementation of the ENISA Work Programme” - P/06/12/CEI

ENISA requires the submission of electronic application forms via e-mail as a first step. This is in order to make the processing of applications more time efficient, which benefits both ENISA and applicants.

An applicant will be evaluated and provisionally accepted (or rejected) based on the online application but will not officially be added to the CEI List of Experts until the signed copy of the PDF application form and additional required documents are physically received and checked.

There are two steps in the application procedure:

- **Step 1 - Online application**
 - a) Attach the completed PDF Application form to an email
 - b) Include your CV
- **Step 2 - Submission of a full application by mail or courier**
 - a) Printed and signed copy of the PDF Application form.
 - b) CV of the applicant
 - c) Evidence of educational and professional qualifications

Step 1: Online application

At the first stage, candidates must submit their application electronically using the application form in PDF format which is available on this web page. All parts of the form must be completed in full.

Guidelines for the electronic submission of your application:

To use the PDF application form it will be necessary to have **Adobe Acrobat Reader version 9** or newer installed on your computer. We recommend that you download it for free from the following web address as per your computer specifications: http://www.adobe.com/products/acrobat/readstep2_allversions.html

If you do not have Adobe Acrobat Reader version 9 or newer installed, the application form might not work correctly. Once you have completed the application form you should follow one of the alternatives below for submitting your application to ENISA.

The electronic application form to be used is available in English format only. This application form should be filled preferably in English which is the working language of the Agency.

- **Using a desktop e-mail application:** (Microsoft Outlook, Eudora, Thunderbird etc.). Please click on the “Email Form” button on the top right hand side of the first page of the application form in order for the application form to be automatically packed as an attachment to an e-mail. You will still need to click on the send button of the e-mail to ensure that your application form is sent correctly to ENISA. You may wish to add a message to the email but this is not a requirement.
- **Using a web based email account:** (Yahoo, Hotmail, Gmail etc.) Please click on the “Save as” button under the “File” menu on the top left hand side of the PDF application form. Save the application on your desktop then attach it to an email and send it only to the following e-mail address: CEI-applications@enisa.europa.eu. Applications emailed to any other email address cannot be considered. In the ‘subject’ field of the email please write the reference number of this Call for Expression of Interest: P/06/12/CEI

With both methods of despatch outlined above, once the email has been created containing the PDF Application form, you must also attach an electronic version of your CV. You are welcome to attach additional documents which you believe will support your application however this is not mandatory.

Please note: If both the PDF Application form and the CV are not included in the email received by ENISA then the application will be immediately rejected and you will be notified by return email to resubmit your application correctly.

In case of difficulties with the submission process or if you have any questions regarding the procedure then please contact the ENISA Procurement Officer via email using the following email address: Procurement@enisa.europa.eu

When submitting your application to ENISA an automatic confirmation email will be sent to you acknowledging the receipt of your application. In case you have not received this receipt within 24 hours of submission then please contact the ENISA Procurement Officer via email using the following email address: Procurement@enisa.europa.eu

Following electronic submission please ensure you save a copy of your PDF Application form which will need to be printed, signed and despatched to ENISA.

Step 2: Submission of a full application

Following electronic submission, the applicant must prepare a paper file including the following documents:

- Printed and **signed copy** of the PDF Application form (signature required in two places).
- CV of the applicant
- Evidence of educational and professional qualifications

Please print out and sign (preferably with blue ink) the PDF Application form where indicated at the end of Part 4, as well as the ‘Solemn Statement’ in Part 5.

The abovementioned documentation must be sent to ENISA either by registered mail or by courier services, using the following address on the envelope:

By postal service		By courier or hand delivery
European Network and Information Security Agency (ENISA) Call for Expression of Interest – P/06/12/CEI For the attention of The Procurement Officer PO Box 1309 71001 Heraklion Greece	or	European Network and Information Security Agency (ENISA) Call for Expression of Interest – P/06/12/CEI For the attention of The Procurement Officer Science and Technology Park of Crete (ITE) Vassilika Vouton 70013 Heraklion Greece