

EPPO TRAINEESHIP PROGRAMME 2026-27

Annex to the Calls for Applications

Reference EPPO-2026-Trainee-002 | **Location** Luxembourg | **Full-time** | **Employment type** Traineeship

Duration 12 months | **Period** From 01 September 2026 until 31 August 2027

Monthly grant EUR 1.650

Deadline for applications ~~7 April 2026, 23:59 CET~~ **17 April 2026, 23:59 CET** (Luxembourg time)

Extended deadline applicable to Operations Unit, Human Resources Unit, Finance and Procurement Sector, Digital Services Unit, Corporate Services Sector, Communication Sector and Administrative Directorate (including Documents and Records Management)

1. APPLICATION PROCEDURE

- **Eligibility:** Before submitting an application, candidates must carefully verify that they meet all eligibility criteria, in particular those relating to the required qualifications and language requirements.
- **Language:** All applications must be in **English**. Interviews will be conducted in English and, where applicable, in any other language required and specified in the respective Call for Applications.
- **Application process:** Applications that are not submitted using the official [EPPO Application Form - Traineeships](#), that are incomplete, not legible, or not submitted in PDF format will be considered ineligible and will be disqualified from the selection process.
- **Education:** Only qualifications awarded in EU Member States, or qualifications that are recognised as equivalent by the competent authorities of an EU Member State, will be taken into consideration.
- **Application documents:** Candidates may apply for a **maximum of three (3) distinct traineeship opportunities**. Application documents must be submitted via email and must include **a CV in English (max. 2 pages, PDF format) and the duly completed Application Form (PDF format)**. **Applicants are requested not to include a photograph in their CV.**

Certified copies of degree(s)/diploma(s), as well as other supporting documents, are not required at application stage. Such documents will be requested only from successful candidates, retained on the reserve list, at the recruitment stage, should an offer be made.

Detailed instructions on how to apply are set out in the Call for Applications under **“How to Apply”**.

- **Application deadline:** Any application received after the deadline will not be considered. Applicants are strongly advised not to wait until the last day to submit their application(s), as heavy internet traffic, or technical issues may result in submission difficulties. The EPPO cannot be held

responsible for any delay caused by such circumstances.

Please note: Due to the high number of applications expected, only candidates shortlisted for interview will be contacted. All candidates will be informed when the selection procedure is closed.

2. SELECTION PROCEDURE

- **Assessment of applications:** Applications are assessed by the appointed Selection Board against the eligibility requirements and the selection (essential and advantageous) criteria.
- **Traineeship interviews:** The candidates deemed most suitable will be invited to an online interview with the Selection Board.

3. RESERVE LIST & RECRUITMENT

The Selection Board shall propose to the Administrative Director a list of candidates who best correspond to the profile sought, to be included on a reserve list (talent pool). The reserve list shall be valid until the closure of the traineeship programme.

Before recruitment, the appointed candidate shall be required to sign a declaration of confidentiality agreement.

The EPPO Appointing Authority shall verify whether the successful candidate has any personal interest that may impair their independence or give rise to a conflict of interest in relation to the position offered and shall adopt appropriate measures where necessary.

All applications shall be treated fairly. Candidates will be assessed on the basis of their qualifications, in strict compliance with the principle of equal opportunities, with a view to achieving the best possible match between the trainee's profile and the requirements of the position.

Under no circumstances may candidates contact the Selection Board, directly or indirectly, in relation to the selection procedure. The Appointing Authority reserves the right to disqualify any candidate who disregards this instruction.

Upon recruitment, successful candidates will be required to:

- Submit official copies of diplomas and/or certificates for all declared university and postgraduate studies. Self-certified documents will not be accepted.
- Provide an official declaration by the relevant educational institution for any ongoing postgraduate studies, confirming the current status of those studies.
- Submit a certified English translation of any diploma or certificate not issued in an official language of the European Union.
- Provide appropriate character references demonstrating suitability for the duties to be performed.

4. EQUAL OPPORTUNITIES

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, 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 or sexual orientation.

5. DATA PROTECTION

Personal data for this purpose are processed and stored by the EPPO in accordance with [Regulation 2018/1725 on the processing of personal data by Union bodies](#). For details on the processing, your rights and how to exercise these, please see [the dedicated data protection notice](#), as also displayed on the same page on which to download the application form for this vacancy.

For questions or assistance in or related to this processing or the exercise of your rights, the controller is the EPPO, and for this process coordinated by the Head of Human Resources, who can be contacted by email to EPPO-RECRUITMENT@eppo.europa.eu. You may also contact the Data Protection Officer of the EPPO directly at EPPO-DPO@eppo.europa.eu and/or the European Data Protection Supervisor at edps@edps.europa.eu.