

# Applying for EPSO CAST: A Step-by-Step Guide

All European Research Council Executive Agency (**ERCEA**) selection processes for Contract Agent positions require valid EPSO CASTs. This guide outlines the essential steps for creating an **EPSO account** and completing an application form for the **CAST Permanent procedure**.

- It is important to note that submitting an **EPSO application form** does not automatically lead to an invitation to EPSO tests.
- EPSO is **solely responsible** for all aspects of the EPSO Computer-Based Test (CBT) processes.
- If you are **invited for testing**, EPSO will notify you **directly in your EPSO account**. Please check it regularly.
- For any technical issues and any other questions related to the testing, please contact EPSO directly, as they will be able to provide the most accurate guidance.



# Step 1: Register via the EPSO website for a Contract Staff CAST Permanent procedure: <https://eu-careers.europa.eu/en>



Apply for a permanent staff competition

Register for the contract staff selection procedure

Apply for a temporary position

Apply for a traineeship

Check upcoming opportunities

## Focus on



Register in the contract staff database



What EPSO is delivering in 2026



Working and living in Brussels



# Step 2: Choose the Job Profile and Function Group matching the vacancy notice:

<https://eu-careers.europa.eu/en/contract-staff-selection-procedures-always-open-registration>

Contract staff selection procedures always open for registration

Contract staff play a key role in supporting the work of the institutions, bodies, and agencies of the European Union.

They help with temporary administrative tasks or supplement in [specialised fields](#) where additional skills are needed.

The European Personnel Selection Office (EPSO) organises selection procedures for contract staff, also known as **CAST Permanent**. **CAST** stands for Contract Agents Selection Tool, and **"Permanent"** refers to the fact that applications are open at all times through a continuous registration system.

When recruitment needs arise, the EU institutions, bodies, and agencies search the EPSO contract staff database and shortlist the candidates who best match the job requirements. Shortlisted candidates are then invited to take [computer-based reasoning tests](#) organised by EPSO.

[Learn more information about the selection process.](#)

### Ready to apply?

Select the [profile](#) that best matches your academic and professional background and register.

Please note that registering for the selection procedure does not guarantee employment. It only ensures that your profile is added to a database from which EU institutions may select candidates when vacancies arise.

#### Job profile

#### Function group

Administration / Human resources	FG II, FG III, FG IV
Archivists/Records Management	FG III, FG IV
Building management	FG II, FG III, FG IV
Child care staff	FG II
Communication	FG III, FG IV
Educational Psychologists	FG IV
Finance	FG II, FG III, FG IV
Information and communication technology	FG III, FG IV
Information and document security	FG III, FG IV
IT security	FG III, FG IV
Law	FG III, FG IV
Manual and administrative support workers	FG I
Political affairs / EU policies	FG III, FG IV
Project/programme management	FG III, FG IV
Proofreaders	FG III
Secretaries/Clerks	FG II
Security operations	FG II
Security operations, including regional security	FG III, FG IV
Technical security	FG II, FG III, FG IV
Translators	FG IV

## Step 3: Select the Job Profile and Function Group:

### Project/programme management

Reference number: EPSO/CAST, EPSO/CAST/P/3/2017, EPSO/CAST/P/4/2017

Open for application: 05/01/2017

Deadline: no deadline for application

Grade: FG III, FG IV

Institution/Agency: [EU institutions](#)

Type of contract: Contract staff

Please read all important documents to ensure you meet the [eligibility](#) requirements before registering.

You may apply for one or more profile(s) and/or function group(s) for which you have the most relevant education and experience.

Submitting multiple applications does not necessarily increase your chances of being pre-selected.

Most of the available positions are located in Brussels and Luxembourg.

For more information, please also see the related [specific questions and answers](#).

#### Application

Before to register please:

1. [Create your EPSO account](#) if you do not already have one. It is strictly forbidden to have more than one EPSO account and you may be excluded at any stage of the selection procedure for having more than one account. Please check [our FAQ](#) or contact us if you are unsure.
2. Click on APPLY below, to register.
3. Log into your EPSO account.
4. Check the [instructions](#) on how to fill in the form.
5. Fill in and validate the form in the language(s) required by the [Call for expressions of interest](#).
6. Make sure to select the right [function group](#) when you apply.

Apply for EP 8Q/CA 8T/P/4/2017 - FGIV

Apply for EP 8Q/CA 8T/P/3/2017 - FGIII

Indicative planning

# Step 4: Select EPSO Account: <https://eu-careers.europa.eu/en/my-account>

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Shortlisted candidates are then invited to take [computer-based assessment tests](#) organised by EPSO.

[Learn more information about the selection process.](#)

## Ready to apply?

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### Job profile

### Function group

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Information and communication technology	FG III, FG IV
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Security operations, including regional security	FG III, FG IV
Technical security	FG II, FG III, FG IV
Translators	FG IV

# Step 5: Fill in every tab of your EPSO application form:

Europa > EPSO > Applications

Info | **Registration Data** | **My Profile** | **Motivation and Strengths** | **Eligibility** | **Overview** | **Declaration**

Please save your application regularly. All new data will be lost if not saved regularly (60 minutes).

**\* Fields marked with an asterisk are compulsory**

Candidates can fill in their application form in any of the 24 official EU languages. However, EPSO encourages candidates to complete it in English, which makes resorting to translation unnecessary. Having the applications available in English - the language spoken by all Selection Board members - speeds up eligibility checks. In practice, many candidates to international careers have their CVs already available in English. All this will facilitate the search for suitable candidates during the recruitment phase. For candidates who prefer to use another language, an [automatic translation tool](#) is made available to help convert their input into English. Registration is required to use this tool. Please check our [FAQs](#) for more details.

## COMPETITION, FIELD

Competition EP/SCASTIP/4/2017 - Project / programme management

Field: Project management

## CITIZENSHIP

Citizenship: Belgian

## PROOF OF IDENTITY

Please make sure that your personal details are up-to-date and correspond to a legal document proving your identity (passport, national identity card, legal decision, etc). Should you wish to check that your personal details are correct, please save the information already inserted in your application, then [click here](#).

Type of legal document: \*

Identification number: \*  NOTE: You should enter the number of your passport, identity card or other valid official document bearing your photograph that you will use to prove your identity when asked to do so by EPSO.

## LANGUAGE CHOICE FOR TESTS ?

Language 1: \*

Language 2: \*

## HOW DID YOU LEARN ABOUT THIS COMPETITION?

Source: \*

## SPECIAL NEEDS REQUIREMENTS ?

Do you need specific adjustments of the selection tests due to a disability or a medical condition?

Yes  No

[Back to Account](#) | [Cancel Registration and Return to Account](#)

[Save this page](#)

[Save this page and Next](#)

**Step 6: Once you complete the EPSO application form, validate it and use the resulting application number for the selection process you are applying for. The language choices for the test cannot be changed after the validation. However, you can update other information, such as your email address, phone number, your experience, education, motivation, etc., at any time.**

eu careers | European Personnel Selection Office

(en) English

Europa > EPSO > Applications

Info | Registration Data | My Profile | Motivation and Strengths | Eligibility | Overview | Declaration

Please save your application regularly. All new data will be lost if not saved regularly (60 minutes).

Back to Account | Validate Application

**Your application number is 501128**

Your application has been successfully validated.

Please quote your application number in all correspondence with EPSO.

During the competition or selection procedure process it is your responsibility to consult your EPSO account at least twice a week to check the information relevant to your application.

We also post regular updates on [https://epso.europa.eu/job-opportunities/in-progress\\_en](https://epso.europa.eu/job-opportunities/in-progress_en), including general updates and news on your specific competition or selection procedure.

If you have requested specific adjustments for selection tests due to your disability or medical condition, please complete this questionnaire [https://ec.europa.eu/eursurveyrunner/EPSO\\_Specialneeds\\_Questionnaire\\_2024](https://ec.europa.eu/eursurveyrunner/EPSO_Specialneeds_Questionnaire_2024) and submit it together with the required supporting documents.

Deadline for submitting the questionnaire and the supporting documents:  
- Candidates in a selection for contract agents: as soon as you have declared specific needs in your CASTIP application and before you can be invited for tests  
- All other candidates: by the deadline for applications in the notice of competition or the call for expression of interest

For more information, please consult the call for expression of interest or EPSO's guide on reasonable accommodations: [https://epso.europa.eu/documents/epcos-new-guide-reasonable-accommodations\\_en](https://epso.europa.eu/documents/epcos-new-guide-reasonable-accommodations_en)

Your Application was registered on 31/03/2026 at 12:26.

Print Application Form | Validate Application

Back to Account | Validate Application

**Important: Check your EPSO account regularly. You must renew your interest for the right EPSO application form at least every 6 months to remain visible. Only active applications can be considered by recruiters.**

Europa > EPSO > Applications

<b>Application(s)</b>
Personal data
Upload CV
Upload supporting documents
Additional Information
My Skills
Personal Data Protection
Change my Password
Delete my EPSO Account

## Applications

This page gives you an overview of your application(s).

Please consult it regularly.

Click on:

- Applicant number: to display your registration.
- Message(s): to display all messages related to your application.
- Show vacancies (where displayed - successful candidates of competitions only): to display list of open job vacancies

Or check here for all other [latest news and information](#) on ongoing competitions and procedures.

**Applicant No 503438** - EPSO/CAST/P/11/2017 Communication

[Edit Application](#)

You did not yet validate your application

**Applicant No 501128** - EPSO/CAS1/P/3/2017 Project / programme management

**Application expiry date: 30/09/2026** [Renew Interest](#) [Edit Application](#)

You validated your application

 Total Nr of messages: 4

**Recommendations: You can register for multiple profiles in different function groups that match your skill and experience. To increase your visibility, upload your CV and select your "strongest skills" and "MS Office® skills".**

Europa > EPSO > Applications

- Application(s)
- Personal data
- Upload CV
- Upload supporting documents
- Additional Information
- My Skills**
- Personal Data Protection
- Change my Password
- Delete my EPSO Account

## My Skills

The skills are only used in some CAST selections. They are not mandatory, but help recruiters to find you in those selections.

You can change your skills anytime. Only saved changes will be retained.

You are free to edit the skills if you haven't applied for those CAST selections, it will not affect you either positively or negatively.

### Strongest skills

MS Office ® skills

You are able to select up to 10 skills.

### SECRETARIES/ CLERKS

Specific IT skills and ability to use social media in work context

Ability to create and maintain social networks via social media

Editing and design of website content  Proficiency in Yammer

Wiki editing  SharePoint

Blog

ARES

ABAC or other financial software (SAP, etc)  MIPS

Sysner2 (HR module)  Advanced formatting of Word documents

# Useful information and links

Read the **Call for Expression of Interest** on the EPSO webpage. If invited for EPSO testing, a date will be assigned to you in the EPSO invitation in your EPSO account.

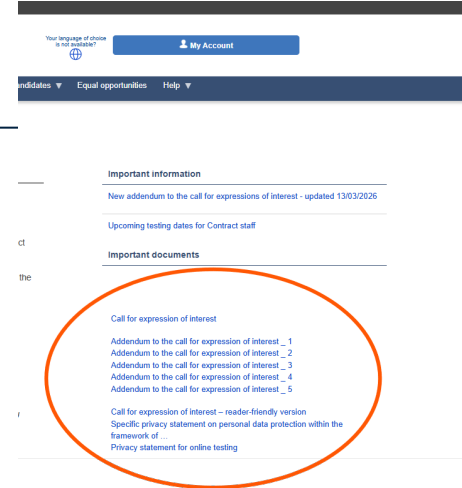
If you pass the CBT, you will be invited for an interview and/or further tests by the recruiting service. The CBT results are **valid for 10 years** for the tested and lower Function Groups.

**EPSO home page:** <https://eu-careers.europa.eu/en>

**Create an EPSO account:** [My Account | EU Careers](#)

**To learn more about EPSO:** [FAQs | EU Careers](#)

**How to prepare for EPSO CBT Tests:** [EPSO testing | EU Careers](#)



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**Thank you for your attention.**

**ERCEA Staff Selection**

**[erc-selection@ec.europa.eu](mailto:erc-selection@ec.europa.eu)**



**European Research Council**

Executive Agency

Established by the European Commission