# **ANNEX I**

# **APPLICATION FORM**

*EPD collects and treats your private data in compliance with the EU General Data Protection Regulation 2016/679 i.e. hereby requests personal data only for recruitment purposes, pursuing a legitimate interest in a reasonable way, and will delete them after it is judged no longer necessary to archive. Shortlisted applications will be provided to the Funding Agency to ensure compliance with EU procurement rules in external action projects. By filling out and submitting this form, you authorise EPD to treat your personal data accordingly.*

This application form is composed of three sections: 1) Personal information; 2) References; 3) Checklist.

Please send it as an attachment to your full application, also composed of your CV(s) and a financial offer. For your convenience, please fill in the Microsoft Word version of the application form, available on the [EPD website](https://epd.eu/vacancies/).

| 1. **Personal information/company information**
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**a. SUBMITTED by (i.e. the identity of the tenderer)**

| **Name(s) of legal entity or entities making this application** | **Registration number** | **Address** |
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**b. CONTACT PERSON (for this tender)**

| **Name** |  |
| --- | --- |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

**c. EXPERT(S)**

Please provide the following information for each expert.

| **Name of expert** | **Years of experience** | **Age** | **Educational background** | **Specialist areas of knowledge**  | **Experience in youth-related research** | **Languages spoken** |
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| **2. References** |
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Please indicate below two references, i.e. two former employers, mentors, supervisors or colleagues that EPD could contact.

**Reference 1**

| Full name |    |
| --- | --- |
| Position and organisation |    |
| Relation to the candidate |    |
| Contact details, including email address |   |

**Reference 2**

| Full name |    |
| --- | --- |
| Position and organisation |    |
| Relation to the candidate |    |
| Contact details, including email address |   |

| **3. Checklist** |
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Please make sure the documents below are provided as part of the application package, in compliance with the above-mentioned rules

| CV(s) attached, outlining relevant work experience and education | Yes / No |
| --- | --- |
| A technical proposal, provided as a separate document | Yes / No |
| A financial offer, provided as a separate document, that states the professional fees, all taxes included. | Yes / No |
| The present application form is duly completed | Yes / No |
| The applicant agrees to have its applications assessed on the basis of the evaluation grid (Annexe II) | Yes / No |
| The applicant authorises EPD to proceed with personal data in accordance with GDPR rules | Yes / No |

**STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer (for a consortium, this must include all consortium members), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our technical offer, and our financial offer.

We understand that our tender may be rejected if we propose experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU.

We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, unless EPD has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards EPD concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the tenderer.

| Date:  |
| --- |
| Signature(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |