



Member of the European Parliament

February 2017

Dear Applicant,

Application Reference: JL022017 - Parliamentary Assistant Jean Lambert MEP - Brussels office

Thank you for your interest the post of Parliamentary Assistant. You will need to download/access the following documents from Jean's website:

- Information on the application process
- Job description/person specification
- Application form
- Equal opportunities monitoring form

More information about Jean Lambert and her work can be found on her website and more information about the Green Party can be found at www.greenparty.org.uk

Your completed application form must reach us by midnight on Sunday 5th March 2017 (Central European Time).

Please email your application to jean.lambert@europarl.europa.eu

Short-listed candidates will be contacted from Tuesday 14th March. If short-listed, you will be invited for interview in Brussels on Monday 20th or Tuesday 21st March or in London on Monday 27th March. Unfortunately due to the volume of applications we usually receive, we will not be able to notify those who have been unsuccessful in the first application stage.

You should not enclose CVs as they will not be looked at.

We also request that you complete our Equal Opportunities monitoring form. This is helpful to Jean as an employer committed to equal opportunities. However, you do not have to do so, and you do not have to respond to all the questions. The form will be kept separate from your application and will play no part in the selection process.

We look forward to hearing from you.

Yours faithfully

Rachel Sheppard
Parliamentary Assistant to Jean Lambert MEP