

# List of Services for Candidates

Appendix no. 2. To the Regulations of using the Website for Candidates  
valid from 01/05/2026 until further notice

Description of services for Candidates available on the europa.jobs website.  
Detailed terms of using the Website can be found in the Regulations for the use of  
the Website for Candidates.

All services for Candidates are free of charge.

## 1. Registration - creating a Candidate Account

Creating a Candidate's account on the Website is free of charge. The Candidate  
Account is created on the basis of the data completed in the registration form:

- first name and last name
- e-mail address
- Phone number
- date of birth (optional)
- destination country for job search
- position
- years of experience in the position (optional)
- availability
- knowledge of foreign languages (optional)
- driving license (optional)

The condition for creating an Account is the acceptance of the Regulations for  
the use of the Website for Candidates.

The Candidate Account is not necessary to use the Website, however, it gives the  
possibility of using additional services:

- **CV creator** - based on the data from the registration form and other data  
to be completed, the Candidate can generate a CV file on the template  
provided by europa.jobs. The ready CV file in .pdf format will be saved on  
the Candidate Account and will be sent to the e-mail address.
- **Easier application for jobs** - thanks to the data saved in the Candidate's  
Account, applying for job offers is faster - the Candidate is not forced to  
complete the entire application form, because the data is automatically  
downloaded from his Account
- **Application history** - a registered user can view the history of applying for  
job offers in his Account. Additionally, the status of the application will be  
visible (approved, rejected, displayed) - provided that the Employer marks  
them.

## 2. Jobs search engine

The job search engine is available to all users. A candidate's account is not necessary to use the job offer search engine.

Thanks to the available search filters, the Candidate can search for offers tailored to his preferences. It is possible to search for job offers by the following categories:

- without the required knowledge of a foreign language
- without experience
- without CV
- with accommodation
- with transport
- for couples

In addition, the website offers tools for precise job search according to:

- industry
- country of work
- the time of publication of the job

## 3. Applying for jobs

Applying for jobs requires filling in the application form with the following data:

- first name and last name
- e-mail address
- Phone number
- date of birth (optional)
- destination country for job search
- years of experience in the position
- availability
- knowledge of foreign languages (optional)
- driving license (optional)

Thanks to this data, the Employer can contact selected people and offer a job.

Registered users (who have a Candidate Account) do not have to fill in the application form (see point 1.)

## 4. Notifications about new jobs (Job Alert)

Each user can subscribe to a dedicated subpage of notifications about new job offers tailored to his preferences. Notifications will be sent via e-mail. Required data to be completed in order to sign up for notifications:

name

- e-mail address
- selected country
- additional preference for jobs

## 5. Notifications of Articles

Each user can subscribe to a dedicated notification page about new articles from the europa.jobs blog tailored to his preferences. Notifications will be sent via e-mail. Required data to be completed in order to sign up for notifications:

- name
- e-mail address
- preferred article categories

PRACUJ W UNII - EUROPA SP. Z O.O. ul. Nenckiego 136A, 52-223 Wrocław |  
tel. : +48 71 33 49 322 info@europa.jobs | europa.jobs | KRS: 0000509786 |  
NIP: 899-27-54-745 | REGON: 022415267