



**DOCUMENTS REQUIRED TO COMPLETE YOUR APPLICATION FILE  
FOR AN EMPLOYMENT AS A MEMBER OF THE TEMPORARY AGENT STAFF**

**To be presented to the HR Officer on the day of your appointment  
( !!! Never send any originals by mail!!! )**

Gedimino pr. 16  
LT-01103 Vilnius, Lithuania

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**Very important**

- Documents required in points 2, 3, 5, 6, 8, 9 and 10 have to be **certified copies** of the originals
- Our services are able to **certify** the documents, but only on presentation of the **originals and copies** of those documents
- Originals of documents required in points 1 and 4 will be kept by our services

1. Application form completed and signed, with additional sheets for point 13 if necessary.
2. Birth certificate.
3. Document proving your nationality (e.g. passport or identity card).
4. **Recent** certificate of good conduct, issued for a **public administration** by the police of your commune or by the relevant administration of your country.
5. **All** your diplomas and certificates (as well as declarations of attendance from your schools for studies for which you did not obtain a diploma).
6. References from **all** your previous employers, i.e. from the **very beginning of your career**, confirming the duration of your employment and your level of responsibility. Your professional experience proved by these references will enable our services to determine your classification and also your salary level.  
**PhD can be counted as work experience up to max. 3 years and cannot coincide with work experience.**  
**Military service is counted as work experience.**
7. Two identity photographs.
8. Marriage certificate and/or divorce or legal separation judgements (if applicable).
9. Birth certificate(s) of child(ren) (if applicable).
10. Official declaration of your position concerning military service (if applicable).
11. Legal entity form + copy of ID.
12. Financial identification form + bank statement (if no stamp and signature of the bank).
13. Travel expenses claim form (+ travel documents and proof of settlement in Vilnius for family members (if applicable)).
14. Pre-recruitment medical examination – Fit to work certificate.
15. Pre-recruitment medical examination – Request for reimbursement of expenses (+ bill and proof of payment).
16. Entry into service – Information note about some rights.
17. Form 1 – Entry into service – Determination of entitlements under the Staff Regulations.
18. Form 2 – Entry into service.
19. JSIS Confidential declaration.
20. Step by step form.
21. Apartment rent contract (daily allowance).
22. Proof of settlement in Vilnius for family members (travel in + double installation allowance).