

**DOCUMENTS REQUIRED TO ENABLE YOUR RECRUITMENT
AS A STATUTORY MEMBER OF STAFF**
To be presented to HR on the day of your appointment

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 grade classification and thus your salary level;
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;
11. Identification form and bank statement (if no stamp and signature of bank);
12. Travel expenses claim form (+travel documents and proof of settlement in Vilnius for family members (if applicable));
13. Pre-recruitment medical examination – Fit for work certificate;
14. Pre-recruitment medical examination – Request for reimbursement of expenses (+bill and proof of payment);
15. Entry into service form – Information about some rights;
16. Form 1 – Entry into service – Determination of entitlements under the Staff Regulations;
17. Form 2 – Entry into service;
18. Step by step form;
19. JSIS confidential declaration;
20. Proof of settlement in Vilnius for family members (travel in + double installation allowance).