



**APPLICATION FORM
SECONDED NATIONAL EXPERTS**

Important information

Please note that:

- The application form must be completed in **English and in electronic format**;
- The **reference number and the title of the post must be quoted at the top** of the application form and in all correspondence relating to your candidacy;
- All fields are mandatory;
- The application form needs to be printed and **duly signed**;
- The completed application must be submitted by means of **email** via the Europol National Unit and, if necessary, the Liaison Bureau **before** or **on the date of the deadline** at the latest.

N.B.: Candidates who do not provide all necessary information, apply after the specified deadline or do not comply with any of the above will not be considered.

N.B.: The designation 'Europol Public Information' is applicable only to the application form template. Once filled in, the personal data of the candidates will be treated in strict confidence and in full compliance with all applicable data protection rules.



APPLICATION FORM

Applying for the post of:

Ref No. of the Vacancy Notice:

1) Personal data:

Surname	
First name(s):	
Gender:	
Age:	
Date of birth:	
Nationality(-ies)	

Home address: *(street, house number, postal code, city, country)*

Correspondence address (if different from home address):
(street, house number, postal code, city, country)

Tel no.:	
Mobile:	
E-mail address:	

2) Language skills¹ (Please complete the below self-assessment table)

Native language(s):

OTHER EU LANGUAGES	Understanding		Speaking		Writing	Language Certificate /Diploma/ Date of award
	LISTENING	READING	SPOKEN INTERACTION	SPOKEN PRODUCTION		
Language						(if available)

¹ The official EU languages are: Bulgarian, Czech, Croatian, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish. Please indicate the appropriate level (**A1, A2, B1, B2, C1, and C2**) in the corresponding box, using the European self-assessment grid as reference (see EUROPOL RECRUITMENT GUIDELINES: **Annex C European levels - Self assessment grid**).

3) Please indicate how you heard of the vacancy.

1. Europol website	<input type="checkbox"/>
2. Other websites (please specify)	<input type="checkbox"/>
3. Word of mouth	<input type="checkbox"/>
4. Europol National Unit	<input type="checkbox"/>
5. Other (please specify)	<input type="checkbox"/>

4) Education and training ² (to be provided in reverse chronological order, starting with the most recent diploma³)

Please mark all levels of qualification that apply to you:

- Secondary**
- Post-secondary**
 - Vocational studies degree**
 - University degree (duration at least 3 years)**
 - University degree (duration at least 4 years)**
 - Any other degree**

List all university degrees or equivalent qualifications obtained:

Name of the institution:	From (month, year): To (month, year):
Country of the institution:	/ /
Main subjects and the language of study:	
Programme length: (e.g. 3 years)	
Degree or diploma obtained: (exact title in native language as well as in English):	

Name of the institution:	From (month, year): To (month, year):
Country of the institution:	/ /
Main subjects and the language of study:	
Programme length: (e.g. 3 years)	
Degree or diploma obtained: (exact title in native language as well as in English):	

Note: Please add additional tables if required.

² Please see the EUROPOL RECRUITMENT GUIDELINES for details. **Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted.** If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document proving this must also be mentioned in the application form (and submitted together with the degree or diploma) to enable the Selection Committee to assess accurately the level of qualification.

³ Applicants invited for a written test will be required to provide **originals and copies or certified copies attesting educational and professional qualifications** with the information on the duration of that education, mentioned in the application form.

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List of secondary schools or other formal education:

Name of the institution:	From (month, year): To (month, year): / /
Country of the institution:	
Main subjects and the language of study:	
Programme length: (e.g. 3 years)	
Degree or diploma obtained: (exact title in native language as well as in English):	

Note: Please add additional tables if required.

Training courses etc. relevant for the position you are applying for:

Name of institution providing courses:	From (month, year): To (month, year): / /
Country of the institution:	
Course length and the language of study: (e.g. 6 months)	
Main subjects:	
Certificates obtained:	

Note: Please add additional tables if required.

5) Employment history ⁴ (Please indicate, starting with your present or most recent job, the positions you held in reverse chronological order)

Present or most recent job	
Name and address of employer:	Period of employment:
	From (dd/mm/yy): / /
	To (dd/mm/yy): / /
	Total (years & months & days):
Exact designation of post / rank:	Staff under direct supervision:
Description of the main activities and responsibilities:	
Full-time <input type="checkbox"/> Part-time % Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>	
Period of notice required to leave your present post:	

⁴ Applicants invited for a written test will be required to provide **originals and copies or certified documentary evidence of professional experience** after the date on which the qualification giving access to the specific profile was obtained, clearly indicating the start and end dates – respectively the continuity for the current position, whether remunerated, full or part time, and the main activities and responsibilities. Moreover, applicants must always provide a copy of the latest payslip as evidence of an ongoing employment contract.

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Previous job	
Name and address of employer:	Employed
	From (dd/mm/yy): / /
	To (dd/mm/yy): / /
Total (years & months & days):	
Exact designation of post / rank:	Staff under direct supervision:
Description of the main activities and responsibilities:	
Full-time <input type="checkbox"/> Part-time % Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>	
Reason for leaving:	

Previous job	
Name and address of employer:	Employed
	From (dd/mm/yy): / /
	To (dd/mm/yy): / /
Total (years & months & days):	
Exact designation of post / rank:	Staff under direct supervision:
Description of the main activities and responsibilities:	
Full-time <input type="checkbox"/> Part-time % Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>	
Reason for leaving:	

Note: Please add additional tables if required.

6) Computer skills

Microsoft Office Suite:	Basic	Intermediate	Proficient
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) Skills and competencies

Please describe how your skills and competencies are related to the position you are applying for and how you obtained them.

8) Reasons for applying for this post

Please explain briefly your reasons for applying for this post including any matters that you wish to be taken into consideration and which are not included elsewhere.

9) Did you apply for a Europol post before? Yes No

If yes when and for which post(s) and at what stage did the selection finish (e.g. on reserve list, invited for interview, application submitted)?

Data Protection

Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, applies to the processing of personal data carried out in the process of selection and recruitment of staff at Europol, following the application of this Regulation to all administrative personal data held by Europol in accordance with Article 46 of the Europol Regulation.

Data controller

The controller of the processing operation upon your personal data is the Head of the Human Resources Unit.

Purpose of the collection of data

The data submitted is processed in order to assess the suitability of candidates for a position at Europol as temporary agent (TA), contract agent (CA), or Seconded National Expert (SNE), and to administrate the documentation related to the selection. The data collected in order to comply with this purpose are the ones required in the application form plus all data provided by the data subject in paper or electronic format. When needed, the purpose of the verification made by the Europol National Units for the civilian applicants for Restricted-Annex II posts is to ensure the conformity of the application process with the Europol Implementing Rules in force (Decision of the Management Board of Europol of 28 February 2019).

Legal bases for processing personal data

The legal bases for the processing of personal data for temporary agents, contract agents and seconded national experts are:

- Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (Title III Chapter 1) and their implementing rules;

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- Decision of the Management Board of Europol of 28 February 2019 laying down general implementing provisions on the procedures governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union;
- Decision of the Management Board of Europol of 4 October 2019 on the general provisions on the procedures governing the condition of employment of contract staff employed under the terms of Article 3a thereof;
- Decision of the Management Board of Europol of 6 September 2019 defining the Europol posts that can be filled only by staff engaged from the competent authorities of the Member States (“restricted posts”);
- Decision of the Management Board of Europol of 1 May 2017 on the rules for the selection, extension of the term of office and removal from office of the Executive Director and Deputy Executive Directors;
- Decision of the Management Board of Europol of 4 October 2019 on middle management staff;
- Decision of the Management Board of Europol of 4 October 2019 laying down rules on the secondment of national experts to Europol;
- Decision of the Europol Director on the selection procedure for Seconded National Experts of 3 April 2020.

Recipients of the data

Recipients of the data related to the Recruitment and Selection process for the positions of temporary agents, contract agents and seconded national experts are Europol staff employed in the Administration Department dealing with HR and financial matters, the members of the Selection Committee, the Deputy Executive Director Capabilities, the office of the Director and the Executive Director. Access to the personal data of the successful not-recruited applicants on the reserve list might be provided to other Europol managers, in connection with a possibility of employment at Europol.

The personal data (name, citizenship, date/ place of birth, address, e-mail, telephone number, current employment) of the shortlisted candidates that are members of a national competent authority applying for a restricted or a restricted – Annex II post will be provided to the concerned Europol National Unit with the purpose to issue the Europol National Unit Confirmation. The personal data (name, citizenship, date/ place of birth, address, e-mail, telephone number, current employment) of the shortlisted applicants for a restricted- Annex II post who declared that they are not members of a competent authority may be provided to the concerned Europol National Unit with the purpose to certify the validity of their status, only upon their explicit consent. Access to the personal data of the shortlisted candidates applying for middle/senior management posts might be provided to an external assessment centre.

Data storage and retention

All documents and information provided to Europol will be kept in Europol’s files and will not be returned to the candidate. Applications of non-shortlisted candidates will be kept for four years triggered once the candidates are informed about the outcome of the shortlisting meeting. Data of non-recruited applicants on the reserve list for appointment will be kept for 4 years (duration of the reserve list plus two more years) triggered once the final proposal is signed. Other data (e.g. shortlisting matrix) related to the recruitment and selection process will be kept for 4 years from the date the final proposal is signed by the Executive Director or the Deputy Executive Director. Data of recruited candidates will be transferred to their personal file. The list of personal data (name, citizenship, date/ place of birth, address, e-mail, telephone number, current employment) of the candidates who applied for a restricted or a restricted-Annex II post is sent to the concerned Europol National Units, with the purpose to issue the Europol National Unit Confirmation or to certify the validity of the status declared in the applications (civilian or member of a Competent Authority), will be retained by the respective Europol National Units for maximum one week; they have the responsibility to delete the data after this period.

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Personal data in unsolicited applications are deleted immediately. Financial data related to the selection procedure (e.g. invoices, reimbursement requests) are kept for a period of 5 years after the budget discharge, as required by the Financial Regulations. Data stored in the e-recruitment tool might be further stored in HR electronic and paper files related to the selection procedure.

Rights as data subject

Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules by contacting c22@europol.europa.eu

Contact in case of queries concerning the processing of personal data

In case of queries regarding the processing of personal data, please contact the data controller at c22@europol.europa.eu Europol Data Protection Function (DPF):

DPF, PO Box 90850, 2509LW, The Hague e-mail: DPF@europol.europa.eu

You also have the right of recourse at any time to the European Data Protection Supervisor (EDPS): edps@edps.europa.eu

Declaration

I, the undersigned, declare that the information provided above is, to the best of my knowledge, true and complete.

I understand that, if it is subsequently discovered that any statement is false or misleading, or I have withheld relevant information, my application (or appointment) may be disqualified. I will inform Europol Human Resources of any changes in the details provided on the application form.

I declare that:

- 1. I am a national of a Member State of the European Union and enjoy my full rights as a citizen.**
- 2. I am a member of a competent authority in the meaning of the Article 2a) of the Europol Regulation**

Yes **No**

- 3. I understand and accept that Europol requires the highest level of personal integrity from all its officers and staff.**
- 4. I acknowledge and understand that any appointment to the post is conditional upon undergoing a security screening according to Article 32 of Europol Security Rules. I agree that the information provided in this application form can be used for this purpose. I understand and accept that Europol may at any time terminate the secondment with me if the result of the security screening is not positive and the clearance level required for the post is not granted to me.**
- 5. I will submit any documents which may support the information included in the application form as soon as requested.**
- 6. I am giving my consent that my personal details are processed in accordance with the legislation in vigour.**
- 7. I have read, I understand and I agree with the Europol Recruitment Guidelines.**

Date _____

Signature of applicant
