

APPLICATION FORM RESTRICTED TEMPORARY AGENTS

Important information

Please note that:

- 0 The application form must be completed in **English and in electronic format**;
- 1 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;
- 2 All fields are mandatory;
- 3 The application form needs to be printed and **duly signed**;
- 4 **Temporary Agent posts: four (4)** copies of the completed application form, need to be sent to Europol by post **before or on the date of the deadline** at the latest (the stamp on the envelope serves as proof of the sending date);
- 5 Your documents should not be stapled;
- 6 We cannot accept applications submitted electronically; the postal address can be found in the Europol Recruitment Guidelines on www.europol.europa.eu

Applicants invited for a written test and/ or practical test and interview will be required to **send by email and at least 5 working days prior to the day of the written test, copies of the following documents:**

- 7 Copy of a document proving your nationality (e.g. passport, ID document);
- 8 Copy of your Diploma/Degree giving you access to the selection procedure (it will be indicated in the invitation letter), proving the information on the duration of that education, mentioned in the application form;
- 9 Copies of documentary evidence of professional experience giving access to this position, after the date on which the qualification giving access to the specific profile was obtained, clearly indicating the start and end dates – the time period for the current position, whether paid, full or part time, and the main activities and responsibilities. As evidence of an on-going employment contract, you must provide a copy of the latest payslip.

On the day of the written test you will have to bring **originals or certified copies** of the documents listed above.

In case of appointment, you will be requested to submit **a complete candidature** and therefore provide all documents declared in the application form.

- 10 Positions marked as such on Europol website are **restricted** and applicable to law enforcement personnel only. We can only accept applications forms for restricted posts that are accompanied by a **confirmation from Europol National Units**. For more information see Europol Recruitment Guidelines.

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 and place of birth:	
Nationality(-ies)	

Home address: <i>(street, house number, postal code, city, country)</i>
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Correspondence address (if different from home address): <i>(street, house number, postal code, city, country)</i>
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Tel no.:	
Mobile:	
E-mail address:	

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

Native language(s):

Other EU languages	Understanding	Speaking	Writing	Language Certificate/Diploma/ Date of award

Language	Listening	Reading	Spoken interaction	Spoken production		(if available)

3) Please indicate how you heard of the vacancy.

·11 Europol website		
·12 Other websites (please specify)		
·13 Word of mouth		
·14 Europol National Unit		
·15 Other (please specify)		

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

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
Country of the institution:	(month, year):	
	/	/
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
Country of the institution:	(month, year):	
	/	/

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.

List of secondary schools or other formal education:

Name of the institution:	From (month, year):	To
Country of the institution:	(month, year):	(month, year):
	/	/
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
Country of the institution:	(month, year):	(month, year):
	/	/
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 *(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	Part-time	%
Paid	Unpaid	
Period of notice required to leave your present post:		

Previous job	
Name and address of employer:	Employed
	From (dd/mm/yy): / / To (dd/mm/yy): / / Total (years & months & days):
	Staff under direct supervision:
Description of the main activities and responsibilities:	
Full-time	Part-time %
Paid	Unpaid
Reason for leaving:	

Previous job	
Name and address of employer:	Employed
	From (dd/mm/yy): / / To (dd/mm/yy): / / Total (years & months & days):
	Staff under direct supervision:
Description of the main activities and responsibilities:	

Full-time Paid	Part-time Unpaid	%
Reason for leaving:		

Note: Please add additional tables if required.

6) Computer skills

Microsoft Office Suite:	Basic	Intermediate	Proficient
Word			
Excel			
Access			
Outlook			
PowerPoint			
Other:			

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

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to any third party, except for restricted posts in which the application may be transmitted to the National Unit as part of the application process.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal bases for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of 7 years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of 5 years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file. The Business Manager Human Resources is responsible for the data processing operation. Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Candidates have a right of recourse to the Europol Data Protection Office (Data Protection Office - PO Box 90850, 2509 LW The Hague, The Netherlands) and the Joint Supervisory Body (www.europoljsb.consilium.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:

- 16 I am a national of a Member State of the European Union and enjoy my full rights as a citizen.**

- 17 **I have fulfilled any obligations imposed on me by the applicable laws concerning military service. I meet the character references as to the suitability for the performance of the duties involved and I understand and accept that Europol requires the highest level of personal integrity from all its officers and staff.**
- 18 **I am willing to undergo a medical examination prior to engagement and am aware that being found physically fit to perform the duties is conditional to being employed.**
- 19 **I commit to provide Europol with a national, valid Certificate of Good Conduct, prior the signature of the employment contract.**
- 20 **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. Failure to obtain the requisite security clearance before nine (9) months of service may be cause for termination of employment contract. I understand and accept that Europol may at any time terminate the employment contract 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.**
- 21 **I will submit on the day of the written test all originals or officially certified copies of the documents mentioned in the application form should I be invited for the selection procedure and I am aware of the fact that my application may be refused if I fail to do so.**
- 22 **I am giving my consent that my personal details are stored in accordance with the legislation in vigour.**
- 23 **I have read, understand and agree with the Europol Recruitment Guidelines.**

Date	_____
Signature of applicant	_____