



**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**;
- **Three (3)** 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 envelop serves as proof of the sending date);
- Your documents should not be stapled;
- We cannot accept applications submitted electronically; the postal address can be found in the Europol Recruitment Guidelines on [www.europol.europa.eu](http://www.europol.europa.eu)

**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:**

<b>Surname</b>	
<b>First name(s):</b>	
<b>Gender:</b>	
<b>Age:</b>	
<b>Date of birth:</b>	
<b>Nationality(-ies)</b>	

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

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

<b>Tel no.:</b>	
<b>Mobile:</b>	
<b>E-mail address:</b>	

**2) Language skills<sup>1</sup>** (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		
<b>Language</b>						(if available)

<sup>1</sup> 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.**

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

**4) Education and training** <sup>2</sup> (to be provided in reverse chronological order, starting with the most recent diploma<sup>3</sup>)

**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:**

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

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

**Note: Please add additional tables if required.**

<sup>2</sup> 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.

<sup>3</sup> 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:

<b>Name of the institution:</b>	<b>From</b> (month, year):	<b>To</b> (month, year):
<b>Country of the institution:</b>	/	/
<b>Main subjects and the language of study:</b>		
<b>Programme length:</b> (e.g. 3 years)		
<b>Degree or diploma obtained:</b> (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:

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

**Note: Please add additional tables if required.**

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

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

<sup>4</sup> 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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<b>Previous job</b>	
<b>Name and address of employer:</b>	<b>Employed</b>
	<b>From</b> (dd/mm/yy):     /     /
	<b>To</b> (dd/mm/yy):     /     /
<b>Total</b> (years & months & days):	
<b>Exact designation of post / rank:</b>	<b>Staff under direct supervision:</b>
<b>Description of the main activities and responsibilities:</b>	
<b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> % <b>Paid</b> <input type="checkbox"/> <b>Unpaid</b> <input type="checkbox"/>	
<b>Reason for leaving:</b>	

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

**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 45/2001 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 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.

### **Legal bases for processing personal data**

The legal bases for the processing of personal data for Seconded National Experts are:

- Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules;
- Management Board Decision laying down rules on the secondment of national experts to Europol of 3 May 2018;
- Decision of the Europol Director on the selection procedure for Seconded National Experts of 20 May 2016.

### Recipients of the data

Recipients of the data for the positions of 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 and the Executive Director.

### Data storage and retention

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 seven years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of five years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file.

### 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.

### Contact in case of queries concerning the processing of personal data

Candidates have a right of recourse to the Europol Data Protection Officer (Europol - Data Protection Officer - Eisenhowerlaan 73, 2517 KK The Hague, The Netherlands) and the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu))

Kindly note that opposing to this processing operation will automatically exclude you from being considered for the recruitment and selection procedure.

### 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 understand and accept that Europol requires the highest level of personal integrity from all its officers and staff.**
- 3. 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.**
- 4. I will submit any documents which may support the information included in the application form as soon as requested.**
- 5. I am giving my consent that my personal details are stored in accordance with the legislation in vigour.**
- 6. I have read, understand and agree with the Europol Recruitment Guidelines.**

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**Date**

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**Signature of applicant**

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