



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 **e-mail** 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		(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 - **Self-assessment grid available on Europol website**).

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 *(to be provided in reverse chronological order, starting with the most recent diploma²)***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.**List of secondary schools or other formal education:**

Name of the institution:	From (month, year): To (month, year):
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² Applicants invited for a written test may 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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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 ³ (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 <input type="checkbox"/> % Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>	
Period of notice required to leave your present post:	

Previous job	
Name and address of employer:	Employed

³ Applicants invited for a written test may 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.

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	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)?

Privacy Notice

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 Seconded National Experts 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 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 secondment, and to administer 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 SNEs 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;
- Decision of the Management Board of Europol laying down rules on the secondment of national experts to Europol of 4 October 2019;
- Decision of the Europol Executive 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 Seconded National Experts are Europol staff employed in the Administration Department handling HR and financial matters, the members of the Selection Committee, the Deputy Executive Director Capabilities Directorate, the Office of the Executive Director and the

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Executive Director. Europol managers may access data of successful candidates placed on a Reserve List during the validity period of the Reserve List in respect to the possibility of secondment to Europol.

The Europol National Units of the Member States and, if necessary, the respective Liaison Bureaux are processing data in their role as responsible for the submission of applications of their nationals.

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 are kept for at least 4 full calendar years and up to a maximum of 5 years as from the year the candidates are informed about the outcome of the shortlisting. Data of Reserve List candidates are kept for at least 4 full calendar years and up to a maximum of 5 years (validity of the Reserve List plus maximum 2 years), as from the year the final proposal is signed by the Deputy Executive Director Capabilities Directorate.

Other data (e.g. shortlisting matrix) related to the recruitment and selection process will be kept for at least 4 full calendar years and up to a maximum of 5 years as from the year the final proposal is signed by the Deputy Executive Director Capabilities Directorate.

Personal data in unsolicited applications are deleted immediately.

Financial data related to the recruitment and 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.

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 via e-mail sent to C2-12@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 C2-12@europol.europa.eu or the 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:

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

Yes ☐ No ☐

- 4. I understand and accept that Europol requires the highest level of personal integrity from all its officers and staff.**
- 5. I acknowledge and understand that any appointment to the post is conditional upon undergoing a security screening according to Article 32**

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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.

6. I will submit any documents which may support the information included in the application form as soon as requested.
7. I accept that the e-mail address I stated in this application form will be used for all written correspondence related to my application and/or participation in the selection procedure, including the notification of decision(s) thereon, and acknowledge that it is under my responsibility to check it.
8. I am giving my consent that my personal details are processed in accordance with the legislation in vigour.
9. I have read, I understand and I agree with the Europol Recruitment Guidelines for Seconded National Experts.

Date

Signature of applicant
