**APPLICATION FORM**

**RESTRICTED (including RESTRICTED-Annex II) TEMPORARY AGENTS**

**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**;
* **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 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)

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:**

* Copy of a document proving your nationality (e.g. passport, ID document);
* 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;
* 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.

1. 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.
2. Positions marked on Europol website as **restricted-Annex II** allow **only civilians to apply online,** whereas members of a Competent Authority have to follow the procedure described under point a**.** above.

**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 date 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:** *(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 skills[[1]](#footnote-1)** (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.**

|  |  |  |
| --- | --- | --- |
| 1. **Europol website** |  |  |
| 1. **Other websites (please specify)** |  |  |
| 1. **Word of mouth** |  |  |
| 1. **Europol National Unit** |  |  |
| 1. **Other (please specify)** |  |  |

**4) Education and training [[2]](#footnote-2)** *(to be provided in reverse chronological order, starting with the most recent diploma***[[3]](#footnote-3)***)*

**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:**  **Country of the institution:** | **From** (month, year): **To** (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:**  **Country of the institution:** | **From** (month, year): **To** (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:**  **Country of the institution:** | **From** (month, year): **To** (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:**    **Country of the institution:** | **From** (month, year): **To** (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 [[4]](#footnote-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  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):* | |
| **Exact designation of post / rank:** | | **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):* | |
| **Exa****ct designation of post / rank:** | | **Staff under direct supervision:** |
| **Description of the main activities and responsibilities****:** | | |
| **Full-time  Part-time      %**  **Paid  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**

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), intern or trainee 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. The purpose of the verification performed by Europol National Units on the candidates who apply online to the Restricted Annex II posts is to ensure the conformity of the application process for members of a competent authority to a Restricted-Annex II post with the Europol Implementing Rules in force (Decision of the Management Board of Europol of 30 July 2010 laying down general implementing provisions on the procedures governing the engagement and the use of temporary agents at Europol).

**Legal bases for processing personal data**

The legal bases for the processing of personal data for temporary and contract agents 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 general implementing provisions on the procedures governing the engagement and the use of temporary agents at Europol of 30 July 2010;
* Management Board Decision laying down general implementing provisions on the procedures governing the engagement and the use of contract agents at Europol of 13 October 2010;
* Management Board Decision on the rules for the selection, extension of the term of office and removal from office of the Executive Director and Deputy Executive Directors of 1 May 2017;
* Decision of the Management Board of Europol defining the Europol posts that can be filled only by staff engaged from the competent authorities of the Member States (“restricted posts”) of 13 December 2017.

The legal basis for the processing of personal data for interns is the Decision of the Europol Director on Internships of 15 March 2018.

**Recipients of the data**

Recipients of the data for the positions of temporary and contract agents are Europol staff employed in the administration department dealing with HR and financial matters, the members of the selection committee, the concerned Europol National Units (for restricted posts and restricted – Annex II posts), the Deputy Executive Director Capabilities and the Executive Director.

Recipients of the data for interns are Europol staff employed in the administration department dealing with HR and financial matters, the Supervisor of the intern and its superior line management as well as respective colleagues involved in the selection process and the Deputy Executive Director Capabilities.

**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-shortlisted candidates will be kept for a maximum of four years for temporary and contract agents. 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. Data of the selected interns will be kept for seven years after the finalisation of the selection procedure. The lists of the personal information (name, citizenship, date/ place of birth, address, telephone number) of the candidates who applied online for the restricted-Annex II posts sent to the concerned Europol National Units, to certify the validity of the status declared in the applications: civilian or member of a Competent Authority will be retained for verification by the respective Europol National Units for maximum 3 weeks after the closing date of the Vacancy Notice; they will be deleted after this period.

**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 am a member of a competent authority in the meaning of the Article 2a) of the Europol Regulation**

**Yes  No**

1. **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.**
2. **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.**
3. **I commit to provide Europol with a national, valid Certificate of Good Conduct, prior the signature of the employment contract.**
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. 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.**
5. **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.**
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** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. The official EU languages are: Bulgarian, Croatian, Czech, 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**). [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)
3. Applicants invited for a written test will be required to provide **originals or certified copies attesting educational and professional qualifications** with the information on the duration of that education, as requested in the invitation letter. [↑](#footnote-ref-3)
4. Applicants invited for a written test will be required to provide **originals 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. [↑](#footnote-ref-4)