

## Europol Recruitment Guidelines



Selection and Recruitment Team  
The Hague, 19 December 2019

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## **1. INTRODUCTION**

### **1.1. Aims and Objectives**

The main purpose of this document is to provide the prospective candidates interested in applying for a job at Europol with a clear picture of Europol's selection and recruitment process and to familiarize them with the main documents used in this process.

### **1.2. About Europol as an equal opportunity employer**

Europol is a young and growing organisation since its transformation into an EU agency in 2010, seeking creative, self-reliant and energetic employees. The organisation occupies a new, state-of-the-art headquarters in The Hague.

Europol applies a policy of equal opportunity for women and men and selects staff without distinction as to race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, disability, age, sex or sexual orientation, membership of a national minority, property, birth and language, and without reference to their marital status or family situation.

There is no nationality or gender quota system in operation but Europol is required to strive for a broad range of nationalities and equality of gender in order to keep a well-balanced distribution among its staff members and to promote strong levels of diversity.

### 1.3. Key documents related to the Selection and Recruitment process

#### Documents needed for application:

1. **Application Form TA & CA** – to be filled in on-line via the Europol e-recruitment system
2. **Self-Assessment Grid** on the **European levels of the languages**
3. Examples of **secondary and post-secondary qualifications** in EU Member States

#### Legal documents:

- **Regulation (EU) 2016/794** of the European Parliament and of the Council of 11 May 2016 **on the European Union Agency for Law Enforcement Cooperation (Europol)** and replacing and repealing Council Decisions 2009/371/JHA, 2009/934/JHA, 2009/935/JHA, 2009/936/JHA and 2009/968/JHA, O.J., 24.05.2016, L.135, p.53
- **Staff Regulations** of Officials and the **Conditions of Employment of Other Servants** of the European Union
- Decision of the Management Board of Europol of 31 January 2017 **on internal language arrangements of Europol**
- Decision of the Executive Director of 16 December 2019 **on the financial contribution to travel and accommodation expenses for candidates attending selection procedures and pre-employment medical examinations**

#### **TAs:**

- 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 Executive Director of 28 March 2019 on the **Duration of Contracts of Employment for Temporary Agents** under Article 2(f) of the Conditions of Employment of Other Servants of the European Union at Europol
- Decision of the Management Board of Europol of 06 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 04 October 2019 on **middle management staff**
- Commission Decision C(2013) 8970 of 16 December 2013 laying down **general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement**, applicable to Europol by analogy by virtue of the Decision of the Management Board of Europol of 22 May 2014

#### **CAs:**

- Decision of the Management Board of Europol of 04 October 2019 laying down **rules on the procedures governing the engagement and the use of contract staff at Europol**
- Decision of the Executive Director of 19 November 2019 **on the Duration of Contracts of Employment for Contract Staff under Article 3a of the Conditions of Employment of Other Servants of the European Union at Europol**

## Status of the selection procedures and of the Reserve Lists

4. **Vacancies' Status** – the status of selection procedures can be viewed in this excel.
5. **List of selections for which a Reserve List has been established/extended.**

## 2. SELECTION AND RECRUITMENT PROCESS IN A NUTSHELL

Europol offers job opportunities under contracts of employment as **Temporary Agents** (TAs) and **Contract Agents** (CAs).

Vacant TA posts may be either **non-restricted** (open to all EU citizens), or **restricted** (open, in principle, to EU citizens who are members of "the competent authorities of the Member States", with the exception of restricted posts defined in Annex II/Annex III of the MB Decision on restricted posts).

In accordance with Article 2(a) of the Europol Regulation, "**the competent authorities of the Member States**" means all police authorities and other law enforcement services existing in the Member States which are responsible under national law for preventing and combating criminal offences. The competent authorities shall also comprise other public authorities existing in the Member States which are responsible under national law for preventing and combating criminal offences in respect of which Europol is competent".

## 3. ELIGIBILITY CRITERIA

### 3.1. General Requirements

Candidates are required to meet the following minimum conditions in order to be considered for a position at Europol:

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed on him/her by the laws concerning military services;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position. Any offer of employment is therefore conditional upon undergoing a medical examination before taking up duties;
- Produce evidence of a thorough knowledge of one of the languages of the European Union<sup>1</sup> and of a satisfactory knowledge of another language of the European Union.

All candidates are required to demonstrate knowledge of English, which is Europol's main language of internal communication, and the language of the recruitment. The required level of English knowledge is assessed during the written test and/or practical test and at interview, in accordance with the requirements of the vacancy notice and the level of command that is necessary to perform the duties of the post. In addition, all candidates must fulfil the language eligibility requirement and provide evidence of a satisfactory knowledge of another language of the European Union (corresponding at least to B1 level of the Common European framework of reference for the levels of languages). This requirement will be checked by the Selection Committee based on the certificates and

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<sup>1</sup> 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.

diplomas obtained by the candidate and, where necessary, further assessed during the selection procedure.

In addition, for the restricted posts:

- Be a member of a competent authority in one of the Member States of the European Union within the meaning of Article 2 point (a) of the Europol Regulation (Regulation (EU) 2016/794 of the European Parliament and of the Council of 11 May 2016 on the European Union Agency for Law Enforcement Cooperation (Europol) and replacing and repealing Council Decisions 2009/371/JHA, 2009/934/JHA, 2009/935/JHA, 2009/936/JHA and 2009/968/JHA) and enjoy full rights as a citizen of a Member State.

### 3.2. Qualifications

The educational requirements of a given position are determined by Europol and set out in the corresponding vacancy notice on the basis of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union as well as the respective implementing provisions.

There are different types of secondary education and post-secondary education (of which university studies are an example) and the terminology used to define them varies throughout the European Union. A table showing a list of examples of possible secondary, post-secondary and university qualifications is provided on Europol's website. Please note that this list is not exhaustive and should be taken as a guide only.

Candidates should tick all boxes of the application form that match the level of qualification they have obtained.

Where justified in the interests of the service, professional training of an equivalent level may be accepted for specific profiles in accordance with the conditions set out in the vacancy notice. *Please check the specific Vacancy Notices for more details.*

Professional training may be assessed on the following basis:

- *For AD5/AD6 temporary agents posts:*

<b>Duration of professional training</b>	<b>Additional professional experience required for equivalency</b>
More than 6 months and up to 1 year	3 years
More than 1 year and up to 2 years	2 years
More than 2 years	1 years

- *For AD7/AD8 temporary agents posts:*

<b>Duration of professional training</b>	<b>Additional professional experience required for equivalency</b>
More than 6 months and up to 1 year	4 years
More than 1 year and up to 2 years	3 years
More than 2 years and up to 3 years	2 years
More than 3 years	1 years

Where required by the interests of the service, the Authority Authorised to Conclude Contracts of Employment ('AACC') may set different criteria, for example in the ICT and Cybercrime related areas.

**Secondary education** generally marks the end of compulsory schooling. It follows on from elementary or primary education.

**Post-secondary education** is the non-compulsory educational level following the completion of a school curriculum providing secondary education. This may include an education provided by universities, colleges or vocational training relating to a specific trade, occupation or vocation. Vocational training is typically non-academic and provided by schools that teach skills that are needed to perform a particular job.

Some posts require candidates to possess a **university degree of a particular duration**. Please tick the box indicating the minimum duration required to complete your degree. Should you possess a degree in which the length of the curriculum is less than 3 years please tick the box referring to any other degree.

**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 later on submitted) to enable the Selection Committee to assess accurately the level of qualification.

Candidates currently enrolled in a course should mention the education or training provider, the title of the qualification to be obtained as well as main subjects of the course and the expected graduation date.

The formal requirements must be fulfilled by the closing date of the vacancy notice.

## **4. HOW TO APPLY**

### **4.1. Application Form**

Candidates applying for TA and CA posts shall use the online e-Recruitment tool on Europol website. By clicking Apply, the candidates are redirected to the Candidate Homepage, where they are required to create an account on Europol website, activate it and complete the Europol application form in English.

Before starting to complete the online application, please check your email and click on the link to activate your Europol e-Recruitment account. Completing an application will take up to 2 hours initially, and you will not be able to submit your application if you omit any information marked with a red \*. Once you submit your application, you will receive an email confirmation of receipt within 6 hours. If you do not receive a confirmation email in 6 hours, please contact [C22@europol.europa.eu](mailto:C22@europol.europa.eu).

**Applications must be submitted to Europol by the date of the deadline indicated in the vacancy notice at the latest. Candidates who do not provide all necessary information, or apply after the specified deadline, or do not comply with any of the above will not be considered.**

Receipt of all applications is confirmed by an automatic email of acknowledgement. Candidates may view the date of the Selection Committee's short-listing Meeting, as set out in the table of Vacancies' Status available on [Europol's website](#). Candidates may request feedback on their application after the date of the short-listing meeting.

## 5. OVERVIEW OF THE SELECTION AND RECRUITMENT PROCEDURE

### 5.1. Selection Committee

The AACC sets up a Selection Committee, composed of at least three members consisting of one chair and at least one member from the administration and one member designated by the Staff Committee.

In specific cases, in particular for the selection procedures of experts, additional members may be designated from Europol or agencies concerned, from outside Europol or from outside the Union institutions.

For the **restricted** temporary agent posts, the AACC shall designate up to two additional members of the selection committee if so requested by the Chairperson of the Management Board. The additional members shall consist of a representative of the Presidency of the Council of the European Union or one representative of the Presidency and one representative of another Member State.

The candidates, who are invited to undergo a written test and interview (i.e. applicants who have been short-listed), are informed about the names and function of the selection committee members on the day of the test.

The names and functions of selection committee members are made available to an applicant in a recruitment procedure (who has not been short-listed), upon request and following a decision by Europol on a case-by-case basis.

### 5.2. Assessment of applications

The Selection Committee will assess the applications received in order to make an initial selection of those candidates meeting all eligibility criteria and matching best the selection criteria set out in the vacancy notice.

Candidates' qualifications, experience and skills are examined by the Selection Committee against the requirements and profile of the position advertised.

The total number of years of professional experience requested in the vacancy notice for eligibility purposes will be counted as follows (counted until the deadline of a Vacancy Notice):

- Any duly certified professional activity *connected with one of Europol's areas of activity* shall be taken into account. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience.

*Voluntary work and internships:* periods of voluntary work or internship will only be taken into consideration if they are comparable to full-time work, both in terms of number of hours worked and duration.

*Compulsory military service or equivalent civilian service* shall be taken into consideration.



- For grading purposes, professional activities pursued *part-time* shall be calculated *pro rata*, on the basis of the certified percentage of full-time hours worked.

In the case of freelance translators, the length of professional experience shall be calculated, within the limits of the period spent on such activities, on the basis of the number of pages translated.

In the case of freelance interpreters, the length of professional experience shall be based on both the number of days worked as an interpreter and the time spent on the necessary preparations.

- A given period can be counted only once.

Applicants scoring above the pre-defined pass-mark (as identified by the Selection Committee before the closing date of the publication<sup>2</sup>) are invited to participate in a post-related selection procedure. The higher number of candidates to be invited might be specified in the concerned vacancy notice. Non-shortlisted candidates have the right to request feedback on the assessment of their application within 2 months.

For restricted posts shortlisted candidates, Europol will seek validation of their application and confirmation from the relevant Europol National Unit<sup>3</sup> to ensure that eligibility requirement "engaged from the competent authority of the MS" is fulfilled. Such confirmation will be also sought for candidates, shortlisted for restricted - Annex II posts, who are members of the competent authority of a MS. For candidates, shortlisted for restricted - Annex II posts, who are not members of the competent authority of a MS, such confirmation is not required.

### 5.3. Interview and Written Test/Practical Test

The selection procedure generally consists of:

- **Written test** (generally between 2.5h - 4h, depending on the profile)
- and/or**
- **Practical tests** (generally between 0.5h - 4h, depending on the profile)
- and**
- **Competency-based interview** (generally between 0.5h - 1h).

Assessment Centres are organized for middle management posts.

Applicants invited to a written test/practical test and interview will be required to provide, **on the day of the written test**, the following documents **in original plus one copy**:

- **A document proving nationality** (e.g. passport);
- **Certificates attesting educational and professional qualifications with the information on the duration of that education** mentioned in the application form;
- **Documentary evidence of professional experience acquired** after the date on which the qualification giving access to the specific profile was obtained, clearly indicating the start and end dates, whether paid, full or part time, and the nature of the duties carried out. Moreover, applicants must always provide a copy of the latest payslip as evidence of an ongoing employment contract.

The assessment centres, written and/or practical tests will, as a general rule, take place in English.

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<sup>2</sup> On a general basis: 60% of the TOTAL MAXIMUM SCORE.

<sup>3</sup> The definition of Europol national units is contained in Article 7 of the Europol Regulation.

If the Selection Committee considers that the language certificate(s) or diploma(s) referred to in the application, as subsequently submitted by the candidates on the day of the written test, do not provide sufficient evidence of the required knowledge of another official language of the Union, he/she will be invited to complete part of the selection procedure in one of the official languages of their choice.

Written tests are organised in a way that ensures the anonymity of candidates in line with principles of impartiality, objectivity, and equal treatment.

Copies of the written tests are marked anonymously, without reference to candidates' names. They are sent to the Selection Committee for grading, with a secret number, so that the candidates' identity is not revealed.

Any failure of the candidates to comply with the rule of anonymity, by adding their name or any specific information unambiguously identifying them, may result in their exclusion from the recruitment procedure.

The successful candidates are those scoring above the pre-defined pass-mark (as identified by the Selection Committee before the invitation letters are sent to the short-listed candidates).

*Note: If you have a disability which might require special needs during the selection procedure, please provide details to the Selection and Recruitment Team in order to enable us to support you if possible.*

#### **5.4. Outcome of the Selection procedure: Appointment and Reserve List**

After the selection procedure has taken place, the Selection Committee will propose a list of successful candidates to the AACC.

The AACC makes a decision of appointment on the basis of advice from the Selection Committee. The AACC informs the Committee of the decision made.

Before the employment contract will be concluded by Europol, successful candidates will have to declare any conflict of interest.<sup>4</sup>

A candidate for a restricted post may, before he/she can be engaged in the post, be subject to a prior national approval procedure to ensure that his/her posting at Europol is in conformity with national provisions for secondment, special leave or temporary outplacement.

In view of the list of successful candidates proposed by the Selection Committee, the AACC has also the possibility to establish a reserve list of successful candidates which is valid for up to 12 months. The validity of the reserve list may be extended once for up to 12 months. The list of selection procedures for which reserve lists have been established or extended is accessible on [Europol's website](#).

Candidates who attend the selection procedure will be informed of the outcome and whether they have been placed on the reserve list. Candidates have the right to request feedback on the assessment of their performance within two months.

*Europol retains the right to make use of the reserve list to select candidates for similar posts within the organisation, should business needs require so.*

Inclusion on the reserve list does not guarantee employment.

#### **5.5. Communication with applicants**

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to

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<sup>4</sup> A conflict of interest is an apparent (actual) or potential incompatibility between the responsibilities of the post recruited and personal interests which could impair professional independence. This could, for instance, be a financial or family relationship with an existing staff member or a supplier of Europol.

the selection procedure should be addressed to the Europol Selection and Recruitment Team at the following email address: [C22@europol.europa.eu](mailto:C22@europol.europa.eu).

#### 5.6. Contribution to expenses incurred during the selection procedure

Accommodation and travel related expenses incurred by candidates taking part in a selection procedure organized by Europol shall be processed in accordance with the Decision of the Executive Director of 16 December 2019 on the financial contribution to travel and accommodation expenses for candidates attending selection procedures and pre-employment medical examinations available on Europol's website.

#### 5.7. Appeal procedure and complaints to the European Ombudsman

Like all citizens of the European Union, subject to fulfilling the conditions applicable to the activities of the European Ombudsman, an applicant may lodge a complaint for maladministration to the:

**European Ombudsman**  
**1 Avenue du President Robert Schuman–BP 403**  
**F-67001 Strasbourg Cedex**  
**[www.ombudsman.europa.eu](http://www.ombudsman.europa.eu)**

If a candidate to a temporary or a contract staff post considers that he/she has been adversely affected by a particular decision made by the Selection Committee, he/she can file an appeal directly before the Civil Service Tribunal against such decision within a **period of 3 months** following notification of the contested decision.

Complaints against decisions made by the AACC shall first be submitted to the latter in accordance with the provisions of Article 90(2) and 91(2) of the Staff Regulations of Officials of the European Union and Articles 46 and 117 of the Conditions of Employment of Other Servants.

**European Union Civil Service Tribunal**  
**Boulevard Konrad Adenauer**  
**L-2925 LUXEMBOURG, Luxembourg**

## 6. GENERAL INFORMATION

### 6.1. Europol Data Protection Notification

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 TAs and CAs are:

- **Regulation (EU) 2016/794** of the European Parliament and of the Council of 11 May 2016 **on the European Union Agency for Law Enforcement Cooperation (Europol)** and replacing and repealing Council Decisions 2009/371/JHA, 2009/934/JHA, 2009/935/JHA, 2009/936/JHA and 2009/968/JHA, O.J., 24.05.2016, L.135, p.53
- **Staff Regulations** of Officials and the **Conditions of Employment of Other Servants** of the European Union
- Decision of the Management Board of Europol of 31 January 2017 **on internal language arrangements of Europol**
- Decision of the Executive Director of 16 December 2019 **on the financial contribution to travel and accommodation expenses for candidates attending selection procedures and pre-employment medical examinations**

#### **TAs:**

- 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 Executive Director of 28 March 2019 on the **Duration of Contracts of Employment for Temporary Agents** under Article 2(f) of the Conditions of Employment of Other Servants of the European Union at Europol
- Decision of the Management Board of Europol of 06 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 04 October 2019 on **middle management staff**
- Commission Decision C(2013) 8970 of 16 December 2013 laying down **general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement**, applicable to Europol by analogy by virtue of the Decision of the Management Board of Europol of 22 May 2014

#### **CAs:**

- Decision of the Management Board of Europol of 04 October 2019 laying down **rules on the procedures governing the engagement and the use of contract staff at Europol**

- Decision of the Executive Director of 19 November 2019 **on the Duration of Contracts of Employment for Contract Staff under Article 3a of the Conditions of Employment of Other Servants of the European Union at Europol**

### **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 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.

Personal data in unsolicited applications are destroyed 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.

### **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](mailto:C22@europol.europa.eu) or the Europol Data Protection Function (DPF):

DPF, PO Box 90850, 2509LW, The Hague e-mail: [DPF@europol.europa.eu](mailto: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](mailto:edps@edps.europa.eu)

## 6.2. Security Screening

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct". The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. Europol reserves the right not to award an employment contract, if reasons exist not to award a "certificate of good conduct".

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Vacancy Notice. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains: the level of clearance; the date of issuance and the date of expiry. Failure to obtain the requisite security clearance before the expiration of the first six (6) months of service may be cause for termination of employment contract.

Applicants who currently hold a valid and positive security clearance at the level indicated in the Vacancy Notice do not need to obtain a new one. They shall then provide a copy of the security clearance to Europol and specify the issuing authority, level and date of expiry. In case the validity of the security clearance expires within six (6) months, the renewal procedure shall be initiated expeditiously.

Europol may at any time terminate the employment contract if the result of the security screening is not positive and the necessary clearance level is not granted/extended in respect of the employee.

## 7. ANNEXES

### 7.1. Annex A: "Certificate of Good Conduct" – EU Member States

<b>Country</b>	<b>Name of Certificate</b>
Austria	<i>Strafregisterbescheinigung</i>
Belgium	<i>Extrait du Casier Judiciaire/Uittreksel uit het Strafregister</i>
Bulgaria	<i>Свидетелство за съдимост</i>
Croatia	<i>Potvrda o podacima iz kaznene evidencije</i>
Cyprus	<i>Πιστοποιητικό Ποινικού Μητρώου</i>
Czech Republic	<i>Výpis z rejstříku trestů</i>
Denmark	<i>Privat straffeattest</i>
Estonia	<i>Karistusregistri teatis</i>
Finland	<i>Criminal records extract: visa, work permit etc.</i>
France	<i>Extrait de casier judiciaire (bulletin numéro 3)</i>
Germany	<i>Führungszeugnis (Privatführungszeugnis)</i>
Greece	<i>αντιγράφου ποινικού μητρώου</i>
Hungary	<i>Erkölcsi bizonyítvány</i>
Ireland	<i>Police Certificate</i>
Italy	<i>Certificato del casellario giudiziario - certificato penale</i>
Latvia	<i>Izziņa par (ne)sodāmību</i>
Lithuania	<i>Pažyma apie teistumą (neteistumą)</i>
Luxembourg	<i>Extrait du casier judiciaire (FR) / Strafregisterauszug (DE)</i>
Malta	<i>Conduct Certificate / Ċertifikat tal-Kondotta</i>
Poland	<i>Zaświadczenie o niekaralności</i>
Portugal	<i>Certificado de Registo Criminal</i>
Romania	<i>Certificat de cazier judiciar</i>
Slovak Republic	<i>Výpis z registra trestov</i>
Slovenia	<i>Potrdilo o nekaznovanosti</i>
Spain	<i>Certificado de Antecedentes Penales</i>
Sweden	<i>Utdrag ur belastningsregistret (för utlandsändamål)</i>
The Netherlands	<i>Verklaring Omtrent het Gedrag</i>
United Kingdom	<i>Basic Disclosure</i>