

Europol Recruitment Guidelines

1. Eligibility criteria

Candidates are required to meet the following eligibility criteria 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;

A copy of a valid photo ID or passport has to be provided with the application form.

- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties;

English is the working language at Europol and the level of English is generally tested during the written test and the interview. Candidates whose native language is English will have to demonstrate fluency in an additional official language of the European Union during the interview.

- 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 conditional on the candidate completing a medical examination with Europol's medical service provider before taking up duties.

2. Qualifications

The Selection Committee is required to assess whether candidates fulfil the educational requirements determined for a given position. **Therefore candidates must attach a copy of the certificate issued upon completion of education, along with a list of modules completed and evidence of the official duration of education.**

Please tick all boxes that match the level of qualification you have obtained in section 4 of the application form.

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 providing secondary education. This may include an education provided by universities, vocational 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.

Europol Public Information

There are many different types of secondary and post-secondary education and the terminology varies throughout the European Union. Please see **Annex B** for a list of examples of secondary and post-secondary qualifications. This list does not claim to be comprehensive and should be taken as a guide only.

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 and **attach evidence of the official duration of 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 university 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 submitted to enable the Selection Board to assess accurately the level of qualification.

Should you currently be enrolled in a course please mention the education or training provider, the title of the qualification you are obtaining as well as main subjects of the course and when you expect to graduate.

3. Application process

3.1 Application form

Candidates are required to complete the Europol application form in English and attach supporting documents such as copies of academic qualifications relevant to the post.

Please note that for **Temporary Agent posts** we require one original application form and three (3) copies (collated). For **Contract Agent and Seconded National Expert posts** we require one original and two (2) copies (collated).

All documentation must be posted to the following address:

Regular post:

**Europol
Human Resources Unit –
Recruitment & Selection
P.O. Box 90850
2509 LW The Hague
The Netherlands**

Courier:

**Europol
Human Resources Unit –
Recruitment & Selection
Eisenhowerlaan 73
2517 KK The Hague
The Netherlands**

All documents must be received at Europol either before or on the date of the deadline indicated on the vacancy notice. Applications received after the deadline cannot be accepted.

Please note that the application must be completed in electronic format. Handwritten application forms cannot be accepted.

Please do not enclose original documents with your application form as we cannot return any documents supporting your candidacy. Successful applicants will be required to produce copies of documentary evidence of professional experience when an offer of employment is made and are required to present the originals of all materials upon joining the organisation.

Europol Public Information

Please ensure that the form has been completed and signed as requested.

Candidates which do not provide all necessary information, apply after the specified deadline or do not comply with any of the above will be disqualified.

Receipt of all applications is confirmed by letter. However, due to the normally large volume of applications received, only candidates invited to attend the selection procedure will be contacted further.

3.2 Restricted posts

Candidates interested in vacant positions which are open to members of the competent authorities only (marked with an asterisk* on the Europol website) are required to contact the Europol National Unit in their home country to obtain the vacancy notice. The list of the addresses of the National Units can be found on the Europol website.

Candidates are required to complete the application form including confirmation that the application form has been submitted via the Europol National Unit.

The application form will be sent by the National Unit via their Liaison Office at Europol. However, with permission of the National Unit stated in the "Confirmation Europol National Unit", applicants can send their application form directly to Europol.

Once an offer of employment is made to a candidate belonging to a competent authority Europol will require documentation that the candidate's national administrative situation is compatible with the length and nature of the contract offered by Europol.

3.3 Seconded National Experts

Candidates interested in a secondment to Europol are required to contact the Europol National Unit in their home country to obtain the notice of secondment. The list of the addresses of the National Units can be found on the Europol website.

4. Selection procedure

The Contracting Authority sets up a Selection Committee which consists of at least three members, one from the Human Resources Unit of Europol, one from the concerned Unit or Department and one designated by the Staff Committee.

For **non-restricted** posts the Contracting Authority may designate up to two additional members to the Selection Committee on a proposal from the Management Board, either from another service of Europol, from outside Europol or from outside the community institutions including Member States.

For **restricted posts** the Selection Committee may also include up to two additional members designated by the Contracting Authority on a proposal from the Management Board. The additional member(s) will be either a representative from the Presidency or a representative from the Presidency and one from another Member State.

The Selection Committee determines candidates' suitability for the position by assessing their skills, experience and qualifications against the established job profile and makes an initial selection from the applications received.

Europol Public Information

Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and competency-based interviews.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. He will inform the Committee of his decision. All candidates who attend the selection procedure will be informed of the outcome.

Candidates who attended a selection procedure may request feedback on their performance of the written test and interview within three months after the selection procedure. Europol will not be in a position to respond to feedback inquiries received outside this time frame.

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 the competition should be addressed to the Europol Recruitment Office.

5. Reserve list

The Selection Committee has the possibility to establish a reserve list of candidates who have not been selected at the time of the recruitment procedure but possess competencies needed to occupy comparable posts at Europol. This list will be valid up to 12 months from the date of its establishment and its validity may be extended once by decision of the Contracting Authority for up to a further 12 months.

Candidates placed on the reserve list can be appointed to posts should similar vacancies arise. Inclusion on the reserve list does not guarantee appointment.

If following a selection procedure a reserve list is drawn-up, candidates put on this list will receive a letter informing them about the validity of the reserve list. Should candidates not be interested in being considered for future positions they are requested to notify Europol accordingly.

6. Appeal procedure

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can appeal against this decision within a **period of 3 months** of receiving written notification of the decision in writing, at the following address:

Europol
Head of the Human Resources Unit
P.O. Box 90850
2509 LW The Hague
The Netherlands

7. Equal opportunities

Europol applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

8. 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 and the respective Liaison Bureau.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal basis for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (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 two years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of two years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file.

The Head of Unit of the Human Resources Unit 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 the 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). Applications sent to the DPO or JSB will not be processed and will be deleted.

9. Security screening

In order to ensure that all successful candidates comply with the necessary security requirements and do not have a criminal record we request all successful candidates to apply for a national "certificate of good conduct" at the time an offer of employment is made.

The certificate of good conduct provides evidence that the candidate is suitable to be employed by Europol. However, the national certificate of good conduct **does not substitute a full security clearance that must be carried out for all Europol staff in accordance with the clearance level determined for the position.**

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 to the employee.

Please see Annex A for an overview of a list of certificates from EU Member States.

Annex A "Certificate of Good Conduct" – EU Member States

Austria: <i>"Polizeiliches Führungszeugnis"</i>
Belgian: <i>"extrait de casier judiciaire central - centraal strafregister"</i>
Bulgaria: <i>"conviction status certificate"</i>
Czech: <i>"Výpis z rejstříku trestů"</i>
Cyprus: <i>"Πιστοποιητικό Ποινικού Μητρώου"</i>
Denmark: <i>"Straffeattest"</i>
Estonia: <i>"Karistusregistri teatis"</i>
Finland: <i>"turvaselvitys"</i>
France: <i>"extrait de casier judiciaire"</i>
Germany: <i>"Polizeiliches Führungszeugnis"</i>
Greece: <i>"criminal record certificate" - "Πιστοποιητικό Ποινικού Μητρώου"</i>
Hungary: <i>"Erkölcsi bizonyítvány"</i>
Ireland: <i>"certificate granted under the Data Protection Act"</i>
Italy: <i>"certificato del casellario giudiziario"</i>
Latvia: <i>"Izziņa par sodāmību"</i>
Lithuania: <i>"PAZYMA APIE TEISTUMA"</i>
Luxembourg: <i>"certificat de bonne vie et moeurs" or "extrait du casier judiciaire"</i>
Malta: <i>"conduct certificates" - Ċertifikati tal-Kondotta"</i>
Portugal: <i>"certificado de registo criminal"</i>
Poland: <i>"Zaświadczenie o niekaralności"</i>
The Netherlands: <i>"Verklaring omtrent het gedrag (VOG)"</i>
Spain: <i>"certificado de antecedentes penales"</i>
Sweden: <i>"Utdrag ur belastningsregistret för utlandsändamål"</i>
Slovakia: <i>"VYPIS Z REGISTRA TRESTOV"</i>
Slovenian: <i>"Potrdilo o nekaznovanosti"</i>
Romanian: <i>"Certificat de Cazier Judiciar"</i>
United Kingdom: <i>"Standard & Enhanced Disclosures, to be applied for with the Criminal Records Bureau"</i>

Europol Public Information

Annex B

Examples of secondary and post-secondary qualifications in EU Member States

Country	Secondary	Post-secondary
Austria	Matura/Reifeprüfung	<ul style="list-style-type: none"> • Kollegdiplom/ Akademiediplom • Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea) Universitätsdiplom / Fachhochschuldiplom (8 Semester)/ Magister (tra)
Belgium	Certificat de l'enseignement secondaire supérieur - Diploma secundair onderwijs	<ul style="list-style-type: none"> • Candidature - Kandidaat / Graduat – Gegradueerde • Licence - Licentiaat
Bulgaria	Diploma za Zavarcheno Sredno Obrazovanie	<ul style="list-style-type: none"> • Specialist po..Diplom za Visse Obrazovanie • Bakalavur, Magister
Czech Republic	Vysvedčení o maturitní zkoušce	<ul style="list-style-type: none"> • Vysvedčení o absolutoriu / diplomovaný specialista (DiS.) • Diplom o ukončení Bakalárského studia • Diplom o ukončení vysokoškolského studia / Magistr
Cyprus	<ul style="list-style-type: none"> • Gymnasio: telikes exetaseis • Eniaio Lykeio: Apolytirio • Techniki Scholi 	<ul style="list-style-type: none"> • Ptychio (first cycle degree) • Masters (second cycle degree)
Denmark	Studentereksamen	<ul style="list-style-type: none"> • Videregående uddannelser • Bachelorgrad • Kandidatgrad
Estonia	Gümnaasiumi Lõputunnistus + riigieksamitunnistus	<ul style="list-style-type: none"> • Bakalaureusekraad (min 120 ainepunkti) • Bakalaureusekraad(160 ainepunkti)/ Magistrikraad

Europol Public Information

Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus - Studenteksamen eller grundskola + treårig yrkesinriktad utbildning	<ul style="list-style-type: none"> • Amatillinen opistoasteen tutkinto - Yrkesexamen på institutnivå • Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa - studieveckor) • Maisterin tutkinto - Magisterexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 160 opintoviikkoa - studieveckor)
France	Baccalauréat	<ul style="list-style-type: none"> • DEUG/BTS/DUT • Licence • Maîtrise/Master
Germany	<ul style="list-style-type: none"> • Gymnasium: Abitur/Allgemeine Hochschulreife • Realschule • Hauptschule 	<ul style="list-style-type: none"> • Berufsakademieabschluss/Diplom (BA)/Bachelor • Fachhochschulabschluss (6-7 Semester)/Diplom (FH)/Bachelor/Master • Hochschulabschluss/Fachhochschulabschluss (8 Semester)/ Diplom/ Magister/ Bachelor/ Master
Greece	<ul style="list-style-type: none"> • Gymnasio • Geniko Lykeio (G.L.) • Epagelmatiko Lykeio (EPA.L.) 	<ul style="list-style-type: none"> • Instituta Epagelmatikis Katartissis (I.E.K.): Diploma Epagelmatikis Katartissis • Ptychio (first cycle degree) • Metaptychiako Diploma Eidikefsis (second cycle degree)
Hungary	Gimnáziumi érettségi bizonyítvány	<ul style="list-style-type: none"> • Felsőfokú szakképesítést igazoló bizonyítvány • Főiskola Oklevél • Egyetemi Oklevél
Ireland	Leaving certificate	<ul style="list-style-type: none"> • National Certificate • Bachelor's degree • University degree (4 years)

Europol Public Information

Italy	Diploma di maturità / Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore	<ul style="list-style-type: none"> • Laurea-L (breve) • Laurea specialistica-LS/Laurea
Latvia	Atestats par visparejo videjo izglitibu	<ul style="list-style-type: none"> • Bakalaura diploms (min 120 krediti) • Bakalaura diploms (160 krediti)/ Magistra diploms
Lithuania	Brandos atestatas	<ul style="list-style-type: none"> • Bakalauras (min 120 kreditu) • Bakalauras (160 kreditu) / Magistras
Luxembourg	Lycée général : Diplôme de fin d'études secondaires	<ul style="list-style-type: none"> • Lycée technique : Brevet de technicien supérieur (BTS) • Bachelor's degree • Master's degree
Malta	Matriculation certificate (2 subjects at advanced Level and 4 at Intermediate Level including systems of knowledge)	<ul style="list-style-type: none"> • Bachelor's degree • University degree (4 years)
Portugal	Diploma de Estudos Secundários	<ul style="list-style-type: none"> • Bacharelato • Licenciatura
Poland	Swiadectwo Dojrzalosci	<ul style="list-style-type: none"> • Licencjat / Inzynier • Magister / Magister Inzynier
The Netherlands	Diploma VWO	<ul style="list-style-type: none"> • Kandidaatsexamen • Bachelor • Doctoraal examen/Master
Spain	Bachillerato	<ul style="list-style-type: none"> • F.P. grado superior (Técnico superior) • Diplomado/ Ingeniero técnico • Licenciatura

Europol Public Information

Sweden	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	<ul style="list-style-type: none"> • Högskoleexamen (80 poäng)/ Eftergymnasial yrkesinriktad utbildning • Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) • Magisterexamen (Akademisk examen omfattande minst 160 poäng varav 80 fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera)
Slovakia	Vysvedcenie o maturitnej skúške	<ul style="list-style-type: none"> • Absolventský diplom • Diplom o ukončení Bakalárského štúdia • Diplom o ukončení vysokoškolského štúdia / Magistr
Slovenia	Maturitetno spricevalo	<ul style="list-style-type: none"> • Diploma višje strokovne sole • Univerzitetna diploma
Romania	Bacalaureat	<ul style="list-style-type: none"> • Diploma de absolvire (Colegiu universitar) • Diploma de Licenta
United Kingdom	General Certificate of Education A level – 2 passes or equivalent (grades A -> E)	<ul style="list-style-type: none"> • Higher National Diploma/Certificate (BTEC)/ Diploma of Higher Education (DipHE) • Bachelor's degree • University degree (4 years)