**Annex II**

**Instructions**: All application forms sent directly to [EUSR-DWB@eeas.europa.eu](mailto:EUSR-DWB@eeas.europa.eu) will be considered. Please do not contact the EUSR DWB team, only those shortlisted will be contacted. Please fill in completely the application electronically and send it back in its original format.

**Application deadline is Wednesday, 24 March 2024, 17:00 Brussels time**

**Application form for Team Assistant to the EUSR for the Belgrade-Pristina Dialogue and other Western Balkan regional issues based in Brussels**

**locally contracted**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. NOMINATION DETAILS**   |  | | --- | | **Post title** | | Team Assistant to the EUSR for the Belgrade-Pristina Dialogue and other Western Balkan regional issues (DWB) based in Brussels (locally contracted) |   **2. PERSONAL DATA**   |  |  |  |  | | --- | --- | --- | --- | | Last name |  | First name |  | | Birth date | (dd/mm/yyyy) | Country of birth |  | | Passport no. |  | Gender | Male  Female | | Present nationality |  | Other nationality |  | | Security clearance | Yes  No | If yes, at what level: |  |   **3. CONTACT DETAILS**   |  |  |  |  | | --- | --- | --- | --- | | **Home country address** | | | | | Street | | | Zip/postal Code | | Town/city | County/state/province | | Country | | Telephone no. | Mobile no. | Email address | |   **4. EDUCATION AND PROFESSIONAL TRAINING**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **University education or equivalent** | | | Attended (mm/yyyy) | | | Name institution / university, place and country | Degrees/qualifications obtained  (Title of qualification awarded) | Main course/field of study | From: | To: | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **Secondary education and/or formal vocational education/training** | | | | | | Name institution / place and country | Degrees/qualifications obtained  (Title of qualification awarded) | Main course/field of study | From: | To: | |  |  |  |  |  | |  |  |  |  |  | |

**5. EMPLOYMENT RECORD** (in reverse chronological order)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current/most recent position** | | | | | Current position: Yes  No | | | |
| Organisation | Place and country | | | Job title | | | Date (mm/yyyy) | |
|  |  | | |  | | | From: | To: |
|  |  | | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):  **Please indicate clearly if you are available to start right away. If you have a notice period to respect from your current employer, it is essential that you mention the period of notice in this section.** | | | | | | | | |
| Supervisor’s name: | | Email: | | | | Phone No.: | | |
| **Previous position** (**1)** (only positions longer than 6 months) | | | | | | | | |
| Organisation | Place and country | | | Job title | | | Date (mm/yyyy) | |
|  |  | | |  | | | From: | To: |
|  |  | | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): | | | | | | | | |
| Supervisor’s name: | | | Email: | | | Phone No.: | | |
| **Previous position (2)** (only positions longer than 6 months) | | | | | | | | |
| Organisation | Place and country | | | Job title | | | Date (mm/yyyy) | |
|  |  | | |  | | | From: | To: |
|  |  | | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): | | | | | | | | |
| Supervisor’s name: | | | Email: | | | Phone No.: | | |
| **Previous position (3)** (only positions longer than 6 months) | | | | | | | | |
| Organisation | Place and country | | | Job title | | | Date (mm/yyyy) | |
|  |  | | |  | | | From: | To: |
|  |  | | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): | | | | | | | | |
| Supervisor’s name: | | | Email: | | | Phone No.: | | |
| **Other previous positions and positions shorter than 6 months** | | | | | | | | |
| Organisation | Place and country | | | Job title | | | Date (mm/yyyy) | |
|  |  | | |  | | | From: | To: |
|  |  | | |  | | |  |  |
|  |  | | |  | | |  |  |
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**6. OTHER SKILLS**

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| --- | --- | --- | --- | --- | --- |
| **Languages** (European level \*) | | | **Native language:** | | |
| Other languages | Speak | Write | | Read | Understand |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

C1, C2 = Proficient; B1, B2 = Independent User; A1, A2 = Basic User

(\*) [Common European Framework of References for Languages](http://www.coe.int/T/DG4/Portfolio?L=E&M=/main_pages/levels.html)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Computer skills** | | | | | |
| Word processor |  | Web browsing |  | Presentations |  |
| Spreadsheets/Databases |  | Financial software |  | Project management |  |

C = Proficient User; B = Independent User; A = Basic User; N/A

**7. MOTIVATION AND ADDITIONAL INFORMATION**

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| --- |
| Please explain the reasons for your application, covering your profile and particular interest in this position. Add any other information that might be relevant to your application, including any skills, knowledge and experience for which there was no space above. |
|  |

**8. FINAL QUESTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Please read and answer carefully all questions | | | |
| Do you have any objections to our making enquires of your employers? | | | Yes  No |
| Do you have any chronic health problems, disabilities or other medical conditions that would limit your physical activity? | | | Yes  No |
| Do you need any assistance pertaining to your ability to perform the type of work related to the position for which you wish to be considered? | | | Yes  No |
| Is any relative of yours, to the best of your knowledge, working for the EUSR for the Belgrade-Pristina Dialogue and other Western Balkan regional issues? | | | Yes  No |
| Is any relative of yours, to the best of your knowledge, applying to any positions at the EUSR for the Belgrade-Pristina Dialogue and other Western Balkan regional issues? | | | Yes  No |
| Have you ever committed, been investigated for, been prosecuted for, had a finding against you for, or been convicted of an offence for, engaging in sexual exploitation, sexual harassment and/or abuse? | | | Yes  No |
| Have you ever been convicted or sentenced in any criminal proceedings (excluding minor traffic violations)? | | | Yes  No |
| If you responded “yes” to any of the previous questions, please provide details | | | |
|  | | | |
| By submitting this application form, I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the Application Form will result in the application being void and will result in termination or dismissal from the mission | | | I agree:  Yes  No |
| Place | Date | Signature (typed name is sufficient) | |

If selected under contracted status, you will be requested to supply documentary evidence which supports the statements you made above. Do not, however, send any documentary evidence until you have been asked to do so.