EUROPEAN EXTERNAL ACTION SERVICE



**Instructions**: Candidates who wish to be considered as seconded should submit their application forms to their respective national authorities for their approval. Please fill in the application completely electronically and rename the file "SURNAME, Firstname.docx" before sending it.

**Application form for EULEX Kosovo for seconded candidates from**

**Invited/Contributing Third States**

(to be sent by e-mail to **cpcc.eulexkosovo@eeas.europa.eu**

**1. NOMINATION DETAILS**

|  |  |
| --- | --- |
| **Post N°/title (specify the vacancy reference, compulsory)** | **Applicable status regime** |
| First priority:  | **Seconded** status: [ ]Do you have any objections to our providing feedback to your national authorities in case of non-selection?[ ] Yes, [x] No |
| Second priority:  |
| Third priority:  |
| Are you willing to serve in the Mission in a position other than those specified above?[ ] Yes, [ ] NoAre you willing to serve in another Mission than the one you are now applying for?[] Yes, [ ] No | **Contracted** status: [ ]Would you accept a contract of employment for less than six (6) months:[ ] Yes, [ ] NoIf selected under contracted status, do you allow the country of your nationality to be informed of your selection notably in order to facilitate the issuance of security clearance?[ ] Yes, [ ] No |
| Please indicate here if you are a member of the European Gendarmerie Force (EGF)[ ] Yes, [ ] No |

**2. PERSONAL DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Last name |  |
| Birth date |  | Country of birth |  |
| Passport N° |  | Gender | Male [ ] Female [ ] |
| Country of nationality |  | Other nationality/ies |  |
| Are you currently or have you been a Police Officer? | [ ] Yes, [ ] No | If yes, please specify your Police rank: |  |
| Are you currently or have you been a Military Officer? | [ ] Yes, [ ] No | If yes, please specify your Military rank: |  |
| Are you a Civilian expert? | [ ] Yes, [ ] No | If yes, please specify your profession: |  |
| Security clearance |  |
| Driving licence |  |
| Are you currently working for any CSDP missions? | [ ] Yes, [ ] No | If yes, specify mission name: |  |
| Have you previously worked for any CSDP mission? | [ ] Yes, [ ] No | If yes, specify mission name: |  |

**3. CONTACT DETAILS**

|  |  |
| --- | --- |
| **Contact details (1)** | Home address & Current address [x] |
| Street: O​l​i​m​p | Zip/Postal Code:  |
| Town/city:  | County/state/province:  | Country:  |
| Telephone N°:  | Mobile N°: ​ | E-mail address:  |

**4. EDUCATION AND PROFESSIONAL TRAINING**

|  |  |
| --- | --- |
| **University education or equivalent** | **Attended (dd/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** | **Attended (dd/mm/yyyy)** |
| Name institution / university, place and country | Degrees/qualifications obtained (Title of qualification awarded) | Main course/field of study | From: | To: |
|  |  |  |  |  |
| **Civilian crisis management courses** | **Attended (dd/mm/yyyy)** |
| Name institution | Degrees/qualifications obtained (Title of qualification awarded) | Course title | From: | To: |
|  |  |  |  |  |
|  |  |  |  |  |
| **Hostile Environment Security Training or e-Hest** | **Attended (dd/mm/yyyy)** |
| Name institution | Degrees/qualifications obtained (Title of qualification awarded) | Course title | From: | To: |
|  |  |  |  |  |
| **Hostile Environment Awareness Training (HEAT)** |
| Did you attend HEAT (or equivalent course) | [ ] Yes, [ ] No |

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

|  |  |
| --- | --- |
| **Current/most recent position** | Current position:[x] Yes, [ ] No |
| Organisation | Place and country | Job title | Date (dd/mm/yyyy) |
| From: | To: |
|  |  |  |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): |
| Supervisor’s name:  | E-mail:  | Phone N°:  |
| **Previous position ( 1 )** (only positions longer than 6 months) |
| Organisation | Place and country | Job title | Date (dd/mm/yyyy) |
| From: | To: |
|  |  |  |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):  |
| Supervisor’s name:  | E-mail:  | Phone N°: |
| **Previous position ( 2 )** (only positions longer than 6 months) |
| Organisation | Place and country | Job title | Date (dd/mm/yyyy) |
| From: | To: |
|  |  |  |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): |
| Supervisor’s name:  | E-mail:  | Phone N°:  |
| **Previous position ( 3 )** (only positions longer than 6 months) |
| Organisation | Place and country | Job title | Date (dd/mm/yyyy) |
| From: | To: |
|  |  |  |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):  |
| Supervisor’s name:  | E-mail:  | Phone N°:  |
| **Previous position ( 4 )** (only positions longer than 6 months) |
| Organisation | Place and country | Job title | Date (dd/mm/yyyy) |
| From: | To: |
|  |  |  |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): |
| Supervisor’s name:  | E-mail:  | Phone N°:  |
| **Other previous positions and positions shorter than 6 months** |
| Organisation | Place and country | Job title | Date (dd/mm/yyyy) |
| From: | To: |
|  |  |  |  |  |

**6. EXPERTISE DETAILS**

|  |  |  |
| --- | --- | --- |
| **Area** | **Category** | **Standard Job Description** |
|  |  |  |

**7. OTHER SKILLS**

|  |  |
| --- | --- |
| **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

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

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

**8. 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. |
|    |

**9. FINAL QUESTIONS**

|  |
| --- |
| Please read and answer carefully all questions |
| Do you agree that the EEAS or the Mission you are applying to make enquires about your performance at your former employer(s)? | [ ] Yes, [ ] No |
| If have previously worked in another civilian CSDP Mission, do you agree that your application form may be shared with your former employer when making enquiries about your performance? | [ ] Yes, [ ] No |
| If you are currently working in a CSDP Mission or have worked in a CSDP Mission, do you agree that your last two PER (Performance Evaluation Reports) are shared with CPCC and/or the Mission? | [ ] Yes, [ ] No |
| Are any close family members of yours, to the best of your knowledge, applying to this Call for Contributions or have already been working in the Mission you apply for or any other CSDP Mission? | [ ] Yes, [ ] No |
| If you responded “yes” to the last question, please provide details: |
|  |
| Have you ever been convicted in any criminal proceeding? | [ ] Yes, [ ] No |
| Has any disciplinary sanction ever been imposed on you? | [ ] 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 full name is sufficient) |

Important!

Do not send any documentary evidence until you have been asked to do so.

Please note that recruitment of couples and family members in CSDP Missions is possible, provided that they will act independently in their area of work, i.e. they do not work in a direct hierarchical relationship; do not work in the same unit; do not have close professional relationship/significant impact on each other's area of work.

If you are selected, before you receive the final job offer, you will be required to certify that you are medically fit for the specific post. This entails complying with civilian CSDP Missions' medical requirements, and might include, for certain security and/or armed positions, a mandatory psychological assessment and drug screening.

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (eu) 2018/1725 of the European Parliament and of the Council 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. The Privacy statement is available on the EEAS website as well as in the Goalkeeper system.