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| **REFERENCE NUMBER:**  ***(to be introduced by FRONTEX)*** | **Frontex/****17/TA/AD8/12.1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**FRONTEX APPLICATION FORM**

[all the required fields shall be filled in **electronically** **in English language**]

**PERSONAL DATA:**

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Surname:** | |  | | **First name:** |  | |
|  | | | | | |
| **Gender:** | | **MALE** | **FEMALE** |  | | |
|  | | | | | |
| **Nationality:** | |  | | **Date of birth:** |  | |
|  | | | | | |
| **Address:** |  | | | **Telephone number:** |  | |
|  | | | | | | |
| **E-mail:** |  | | | | | |
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**POSITION YOU APPLY FOR:**

|  |  |  |
| --- | --- | --- |
| **Position** | **Function group/Grade** | **Please mark your choice** |
| Senior Legal Officer | **AD8** |  |
| Additional option: I possess significant experience in providing legal advice and assistance in the interpretation and implementation of the EU Staff Regulations and CEOS and I wish also to be considered as a candidate for a vacant AD8 post of *Senior HR Officer – Legal support* in the Human Resources and Security Unit. | |  |

**In case of being selected for the post or being put in the reserve list, do you agree Frontex to disclose publicly your name (for example at the Frontex web site)?**

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| **Full name of applicant (in capitals)** |  |

**ELIGIBILITY CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Citizenship of one of the Member States of the European Union or one of the Schengen Associated Countries;** | **Yes** | **No** |
| **2** | **Possessing a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more;**  **or**  **Possessing a level of education which corresponds to completed university studies attested by a diploma followed by at least one year full-time professional experience, when the normal period of university education is at least three years.**  **Provide the exact date of your (first) university diploma which meets the above criteria (DD/MM/YYYY):** | **Yes** | **No** |
| **3** | **In addition to the above, having (as of the closing date for submission of applications) at least 9 years of proven full-time professional experience** | **Yes** | **No** |
| **4** | **Producing evidence of a thorough knowledge of one of the languages of the EU and of a satisfactory knowledge of another language of EU to the extent necessary for the performance of duties;** | **Yes** | **No** |
| **5** | **Fulfilling all the obligations imposed by the laws of the country of citizenship concerning military service;** | **Yes** | **No** |
| **6** | **Being physically fit to perform the duties;** | **Yes** | **No** |
| **7** | **Enjoying full rights as a citizen of one of the Member States of the European Union or the Schengen Associated Countries.** | **Yes** | **No** |

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| **I, as an applicant, fully meet all the above eligibility criteria, and I declare that the statements I have made above (checked) are true and correct:** | **Yes** | **No** |

**PROFESSIONAL EXPERIENCE:**

**Note: Starting with your present post, list in reverse order your previous employment. Copy sections if necessary.**

**Please note that in case you are/were working for an EU Body you should mention your contract type and the respective grade**

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| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

**EDUCATION AND TRAINING:**

[**Examples of required diplomas**](http://frontex.europa.eu/assets/About_Frontex/diplomas_required_en.pdf)

**Note: Copy sections if necessary.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **a. University Education or Equivalent**   |  |  | | --- | --- | | **Full time studies** | **Part time studies** | | | | | | | |
| **Dates (mm/yy)** | **FROM:** |  | **TO:** |  | **TOTAL:** | **(years, month)** |
| **Full name and type of institution providing education and training *(both in English and original version)*** |  | | | | | |
| **Principal subjects/occupational skills covered** |  | | | | | |
| **Diplomas or certificates obtained *(both in English and original version)*** |  | | | | | |
| **)** | | | | | | |
| **b. Secondary and higher education** | | | | | | |
| **Dates (mm/yy)** | **FROM:** |  | **TO:** |  | **TOTAL:** | **(years, month)** |
| **Full name and type of institution providing education and training *(both in English and original version)*** |  | | | | | |
| **Principal subjects/occupational skills covered** |  | | | | | |
| **Diplomas or certificates obtained *(both in English and original version)*** |  | | | | | |
|  | | | | | | |
| **c. Other education/Training received** | | | | | | |
| **Dates (mm/yy)** | **FROM:** |  | **TO:** |  | **TOTAL:** | **(years, month)** |
| **Full name and type of institution providing education and training *(both in English and original version)*** |  | | | | | |
| **Principal subjects/occupational skills covered** |  | | | | | |
| **Diplomas or certificates obtained *(both in English and original version)*** |  | | | | | |

**KNOWLEDGE OF LANGUAGES:**

[**Please use the self-assessment grid here**](http://frontex.europa.eu/assets/About_Frontex/levels_of_language_skills.pdf)**:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Language** | **Mother tongue** | **C2** *(best)* | **C1** | **B2** | **B1** | **A2** | **A1** *(least)* |
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**SKILLS AND COMPETENCES:**

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| **IT skills & certificates** |  |
| **Organizational and project management skills (certificates)** |  |
| **Communication/interpersonal skills** |  |
| **Other relevant skills** |  |

**REFERENCES:**

**Please give us the name and contact details of at least two most recent professional references (persons, not relatives, preferably your direct superiors) who may be contacted to provide references.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  |  |  |
| **Telephone number** |  |  |  |
| **E-mail address** |  |  |  |
| **Relationship** |  |  |  |

**MEETING THE PROFESSIONAL SELECTION CRITERIA:**

(Explain how well do you meet or exceed each of the requirements published in the section 4.2.1 of the Vacancy Notice. Use real examples/tasks you have performed/achieved and quantification wherever possible. Be concise - each explanation should be shorter than 100 words).

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Degree in Law** | **Yes** | **No** |
| Explain in more detail: | | |
| **2** | **Very good knowledge of Union law and public international law** | **Yes** | **No** |
| Explain in more detail: | | |
| **3** | **Very good knowledge of the legal framework and a full-time working experience of at least four years related to the administration/governance of an EU body / international organisation, in particular in matters such as, inter alia, dispute resolution, legal remedies, EU Staff Regulations and EU financial regulation or equivalent, public access to documents, privileges and immunities, etc.** | **Yes** | **No** |
| Explain in more detail: | | |
| **4** | **Excellent legal drafting skills** | **Yes** | **No** |
| Explain in more detail: | | |
| **5** | **Very good communication skills with ability to describe complex legal issues to non-experts in a service-oriented manner** | **Yes** | **No** |
| Explain in more detail: | | |
| **6** | **Ability to work independently on complex legal issues** | **Yes** | **No** |
| Explain in more detail: | | |
| **7** | **Excellent command of English** | **Yes** | **No** |
| Explain in more detail: | | |
| **8** | **Professional experience in dealing with legal matters related to Justice and Home Affairs issues, preferably in the field of Schengen acquis, or integrated border management, or related law enforcement issues, or related fundamental rights aspects** | **Yes** | **No** |
| Explain in more detail: | | |
| **9** | **Experience of at least five years in working as a legal officer in a legal service of a European Union institution, agency or body, or in an international organisation, or in a national body dealing with EU matters or security** | **Yes** | **No** |
| Explain in more detail: | | |
| **10** | **Professional experience advising on ‘returns’; skills related to contract management in acquiring large assets (i.e. technical equipment that could be used in any or all of Frontex operational activities)** | **Yes** | **No** |
| Explain in more detail: | | |

**MOTIVATION LETTER:**

**Note: Please justify your application (why do you think you fit the post/position) by giving any additional information in less than 700 words (answers not covered in previous sections).**

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| Note: If you are interested in the position of the *Senior HR Officer – Legal support* use the space below to explain your experience in providing legal advice and assistance in the interpretation and implementation of the EU Staff Regulations – *use additional max. 200 words*. |
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**AVAILABILITY:**

|  |  |
| --- | --- |
| **Please indicate your availability date:** |  |

**DECLARATIONS:**

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| --- |
| I, the undersigned, declare that the information provided above is, to the best of my knowledge, true and complete.  I further declare that:   * I am a national of a member state of the European Union or Schengen associated country. * I have not been deprived of my civic rights. * I have complied with the provisions of all military recruitment laws applicable to me. * I undertake to submit, as soon as requested, any documents in support of the above statements and declarations. * I realise that any false statement or omission, even if unintended on my part, may lead to the cancellation of my application or may render my appointment liable to termination. * I am willing to undergo the prescribed medical examination prior to appointment and to provide a sworn affidavit to the effect that I have no criminal record. * I am aware that candidates put in the reserve list may, eventually, be offered a vacant post of a similar profile (and of the same grade).   Finally, I declare my commitment to act independently in the Agency’s interest and I have no interests that might be considered prejudicial to my independence. |

**1. Have you ever applied for any other Frontex post? If yes, please indicate for which one.**

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**2. Have you ever been security cleared for access to classified information? If yes, please indicate when, to which level and the validity of the clearance.**

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**3. Where did you find the information about the vacant position you are applying for?**

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| --- | --- |
| **(Date)** | **(Signature - handwritten)** |
|  |  |

**please be reminded that this application shall be signed (handwritten) and sent to frontex in its scanned version (in pdf format)**

**please do not attach any other supporting documents at this stage!**