|  |  |
| --- | --- |
| **REFERENCE NUMBER:**  ***(to be introduced by FRONTEX)*** | **Frontex/16/TA/AST4/60.1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**FRONTEX APPLICATION FORM**

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

**PERSONAL DATA:**

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

**POSITION YOU APPLY FOR:**

|  |  |  |
| --- | --- | --- |
| **Position** | **Function group/Grade** | **Please mark your choice** |
| CALL FOR EXPRESSIONS OF INTEREST  Project Support Officer - finance, procurement, organization & administration | **AST4** |  |

**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)?**

|  |
| --- |
|  |

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

**ELIGIBILITY CRITERIA (CHECKLIST)**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Citizenship of one of the Member States of the European Union or one of the Schengen Associated Countries;** | **Yes** | **No** |
| **2** | **Possess a level of post - secondary education attested by a diploma ;**  **or**  **Possess a level of secondary education attested by a diploma giving access to post - secondary education, and appropriate professional experience of 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 6 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** |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)*** |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)*** |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)*** |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)*** |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**SKILLS AND COMPETENCES:**

|  |  |
| --- | --- |
| **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** | **Extensive working experience (of at least 4 years) in daily performance of financial and administrative tasks linked with implementation of budget, including processing of financial commitments, payments, mission and meeting reimbursements and procurement and contract management activities.** | **Yes** | **No** |
| Explain in more detail: | | |
| **2** | **Working experience in supporting technical and/or human resources’ deployments in operational activities of an organization; experience in managing Service Level Agreements.** | **Yes** | **No** |
| Explain in more detail: | | |
| **3** | **Sound knowledge of procurement, budgetary and financial management rules and regulations applicable for an EU or public administration.** | **Yes** | **No** |
| Explain in more detail: | | |
| **4** | **Familiarity with mandate, mission and activities of Frontex and good knowledge of functioning of EU institutions and bodies.** | **Yes** | **No** |
| Explain in more detail: | | |
| **5** | **Practical experience of at least 2 years in organizing meetings, briefings, workshops, etc. on an international level.** | **Yes** | **No** |
| Explain in more detail: | | |
| **6** | **Strong competences in preparing reports, briefing notes and data overviews using MS Office products and hands-on daily working experience in introducing data to a large financial management system such as ABAC or similar (required high competence in using IT applications in general).** | **Yes** | **No** |
| Explain in more detail: | | |
| **7** | **Experience in working with/in EU or Member States’ border/migration or law enforcement agencies or entities.** | **Yes** | **No** |
| Explain in more detail: | | |
| **8** | **Experience in working in a multinational or multicultural organization.** | **Yes** | **No** |
| Explain in more detail: | | |
| **9** | **Certification in project management methodology (PRINCE2 - Practitioner level or comparable).** | **Yes** | **No** |
| Explain in more detail: | | |
| **10** | **Certification in Service Management methodologies (ITIL or comparable).** | **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).**

|  |
| --- |
|  |
|  |
|  |
|  |

**AVAILABILITY:**

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

**DECLARATIONS:**

|  |
| --- |
| 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.   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.**

|  |
| --- |
|  |
|  |

**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.**

|  |
| --- |
|  |
|  |

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

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **(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!**