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| **REFERENCE NUMBER:**  ***(to be introduced by FRONTEX)*** | **Frontex/****16/CA/FGI/25.1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**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:**

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| **Position** | **Function group/Grade** | **Please mark your choice** |
| Security Guard | **contract staff FGI, grade 1** |  |

**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**

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| --- | --- | --- | --- |
| **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 successfully completed compulsory education.**  **Provide the exact date of your completion of compulsory education (DD/MM/YYYY):** | **Yes** | **No** |
| **3** | **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** |
| **4** | **Fulfilling all the obligations imposed by the laws of the country of citizenship concerning military service;** | **Yes** | **No** |
| **5** | **Being physically fit to perform the duties;** | **Yes** | **No** |
| **6** | **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. Secondary and/or higher 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. Compulsory 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)*** |  | | | | | |
|  | | | | | | |
| **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 and 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 and or certificates** |  |

**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** | **Sound knowledge and proven professional experience of at least 3 years in the areas mentioned in the job duties in a law enforcement, intelligence and public or private security organisation, army and/or other organisations engaged in security and crisis management** | **Yes** | **No** |
| Explain in more detail: | | |
| **2** | **Experience of at least 1 year in working with a (physical) security management and communication systems including ability to monitor and operate a variety of detection devises and equipment simultaneously and to identify suspicious acts utilizing CCTV monitors** | **Yes** | **No** |
| Explain in more detail: | | |
| **3** | **Proficiency in using Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet** | **Yes** | **No** |
| Explain in more detail: | | |
| **4** | **Ability to communicate with officers of law enforcement authorities who only speak local language in Poland** | **Yes** | **No** |
| Explain in more detail: | | |
| **5** | **Willingness to work in shift-work and/or standby working arrangements including during weekends and nights as well as public holidays** | **Yes** | **No** |
| Explain in more detail: | | |
| **6** | **Training in martial arts followed by a professional certificate** | **Yes** | **No** |
| Explain in more detail: | | |
| **7** | **Additional professional certificates related to the area of security and or law enforcement (namely certificates, diplomas or attestations issued by European or national law enforcement agencies or military organizations, First Aid certificates, specialised X-Ray system or close protection training certificates etc.)** | **Yes** | **No** |
| Explain in more detail: | | |
| **8** | **Knowledge in handling classified information** | **Yes** | **No** |
| Explain in more detail: | | |
| **9** | **Experience of at least 2 years working in an international working environment** | **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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**AVAILABILITY:**

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| **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!**