

FRONTEX APPLICATION FORM - FRONTEX/17/CA/FGIII/26.1

This application form shall be filled in electronically in English language. It is specifically created only for this selection procedure. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk(*) indicate a required input. You should be concise – the space for your input is limited by the size of the text boxes.

MY PERSONAL DATA

<p>1. First (given) name* <input style="width: 100%;" type="text"/></p>	<p>2. Surname (family name)* <input style="width: 100%;" type="text"/></p>
<p>3. Gender* <input style="width: 100%;" type="text"/></p>	<p>4. Date of birth* <input style="width: 100%;" type="text"/></p>
<p>5. Address (street / number / post office code / city / country)* <input style="width: 100%; height: 60px;" type="text"/></p>	<p>6. Telephone number (including int'l prefix)* <input style="width: 100%; height: 60px;" type="text"/></p>
<p>7. E-mail address (to be used for communication)* <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Make sure that this e-mail address is correctly entered and frequently monitored by you as it will be used by Frontex to communicate with you regarding your application.</p>

THE POST / POSITION I AM APPLYING FOR IN FRONTEX

8. Position / Business title	Contract type	Function group	Please mark your choice*
Assistant (contract staff FG III)	Contract staff	FGIII	

INFORMATION AND DECLARATIONS ON MEETING THE ELIGIBILITY CRITERIA (CHECKLIST)

9.	Currently, I possess a citizenship of the following one of the Member States of the European Union or one of the Schengen Associated Countries (primary citizenship)*	
10.	Currently, I possess a second citizenship of the following country	
11.	Currently, I am enjoying full rights as a citizen of the following one of the Member States of the European Union or one of the Schengen Associated Countries*	
12.	In regards to the compulsory military service I have fulfilled all the obligations imposed by the laws of the following one of the Member States of the European Union or one of the Schengen Associated Countries	
13.	I possess a thorough knowledge of the following language of the EU (my main EU language)*	
14.	I possess a satisfactory knowledge of another language of EU to the extent necessary for the performance of duties*	

INFORMATION AND DECLARATIONS ON MEETING THE MINIMUM LEVEL OF EDUCATION

In case you have obtained more diplomas in the same level of education please always enter here only the earliest diploma you have obtained in that level. You may add additional information on your other studies in Annex I at the end of this application form.

I possess the following level of education which corresponds to completed secondary education attested by a diploma giving access to post-secondary education as follows

Diploma type		Diploma awarded on*	
Name of the school*			
From an EU Member State		From another country	

Optionally (if applicable): I possess the following level of education which corresponds to completed post-secondary education attested by a diploma as follows

Diploma type		Diploma awarded on	
Name of the school / university, city			
From an EU Member State		From another country	

Optionally (if applicable): I possess the following level of education which corresponds to completed university studies attested by a diploma as follows (the first diploma obtained) - [Examples of required diplomas](#)

15.	Studied from		Final date of the diploma	
	Standard length of studies		Studied full / part time	
	Diploma type			
	Diploma title (in original language version)			
	Diploma title (in English)			
	Principal subjects			
	Name of the school / university, city			
	From an EU Member State		From another country	

16. In case I only possess the level of education which corresponds to completed secondary education attested by a diploma giving access to post-secondary education I declare to possess (as of the closing date for submission of applications) additional appropriate professional experience of at least three years

INFORMATION AND DECLARATIONS ON MEETING THE MINIMUM PROFESSIONAL EXPERIENCE CRITERION

Starting with your present or last post / position, list in retrospective order some details of your previous and/or current working experience longer than 1 month which you deem are the most relevant for the post / position you are applying for. In case you wish to list additional working experience you may add additional information on your other working experience in Annex II at the end of the application form. In case you are or you were working for an EU Body you should also mention your contract type and the respective grade.

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
17.a		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
17.b		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
17.c		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
17.d		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
17.e		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
17.f		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
17.g		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
17.h		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				

In case you were required to serve the compulsory military service as imposed by the laws of an EU Member State or one of the Schengen Associated Countries you may list it here

	Compulsory military service (list the name, city and country of the military unit)	% of full time	Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	Calculated length
18.		%			

19.	<p>Based on the data you have entered in fields 17, 18 and in Annex II, this is your automatically calculated working experience (adjusted for overlapping periods and part-time engagements).</p> <p>This calculation is provided for your information and will be later verified / corrected by Frontex on the basis of submission of required proving documents and certificates taking into account the date you have reached the minimum required level of education.</p>				
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MEETING THE PROFESSIONAL SELECTION CRITERIA

This section provides you with an opportunity to clearly explain how well you meet or exceed professional requirements - selection criteria published in the section 4.2.1 of the Call for expression of interest (Vacancy Notice). Use real examples / tasks you have performed / goals achieved and quantification wherever possible. These statements are mainly used to assess your suitability for the post / position.

<p>20. a</p>	<p>Capacity to maintain effective document and record management including archiving and filing</p> <hr/> <p>Explain in more detail how you meet or exceed this professional requirement (max. 1000 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	
<p>20. b</p>	<p>Experience in supporting administrative/secretarial/financial activities</p> <hr/> <p>Explain in more detail how you meet or exceed this professional requirement (max. 1000 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	
<p>20. c</p>	<p>Drafting and document-formatting abilities using standard IT applications</p> <hr/> <p>Explain in more detail how you meet or exceed this professional requirement (max. 1000 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	

<p>20. d</p>	<p>Excellent working knowledge of English (written & spoken)</p> <hr/> <p>Explain in more detail how you meet or exceed this professional requirement (max. 700 characters):</p> <div style="background-color: #e0e0e0; height: 130px; width: 100%;"></div>	
<p>20. e</p>	<p>Ability to respect the confidentiality of work issues</p> <hr/> <p>Explain in more detail how you meet or exceed this professional requirement (max. 700 characters):</p> <div style="background-color: #e0e0e0; height: 150px; width: 100%;"></div>	
<p>20. f</p>	<p>IT proficiency in MS applications - Word, Outlook, Excel and PowerPoint</p> <hr/> <p>Explain in more detail how you meet or exceed this professional requirement (max. 1000 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	
<p>20. g</p>	<p>Experience in working with financial database application(s)</p> <hr/> <p>Explain in more detail how you meet or exceed this professional requirement (max. 1000 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	

<p>20. h</p>	<p>Familiarity with the EU public administration environment (including financial, HR management and procurement procedures, experience in application of EU and international legislation)</p> <hr/> <p>Explain in more detail how you meet or exceed this professional requirement (max. 1000 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	
<p>20. i</p>	<p>Experience in working in an international environment of more than 2 years</p> <hr/> <p>Explain in more detail how you meet or exceed this professional requirement (max. 1000 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	
<p>In this box <u>you are invited to list and detail your specific work experience or competences</u> (in any of the areas of work of Frontex and related to this call) which <u>you would like offer to Frontex if selected for the position of an Assistant</u> (max. 1000 characters):</p> <hr/> <div style="background-color: #e0e0e0; height: 300px; width: 100%;"></div>		

KNOWLEDGE OF EU LANGUAGES

You may mention knowledge of non-EU languages in point 24. [Please use the self-assessment grid available as a link here](#)

21. EU Language*	My level of language proficiency

SKILLS AND COMPETENCES (max. 1000 characters each)

21. My IT skills (you may include relevant certificates obtained, if applicable)

22. My organizational skills (you may include relevant certificates obtained, if applicable)

23. My communication and interpersonal skills

24.	My other relevant skills (you may include reference to other relevant certificates obtained or relevant training, if applicable)

REFERENCES

This section gives you an opportunity to provide us with the names and contact details of up to three most recent professional-reference persons - not relatives, preferably your direct superiors - who may be later on contacted by Frontex to provide professional reference on you and / or to confirm statements made by you.

25.		Persons to provide professional reference on my skills, competences, achievements and conduct
a	Name and surname	
	Relation / position	
	E-mail contact	
	Phone number	
b	Name and surname	
	Relation / position	
	E-mail contact	
	Phone number	
c	Name and surname	
	Relation / position	
	E-mail contact	
	Phone number	

This page provides you with an opportunity to justify your application (why do you think you fit the post / position) by any additional information not mentioned in previous sections. The space for your input is limited by the size of the text box below (and by about 6200 characters).

22. MOTIVATION LETTER*

23. My availability date (or the notice period required by my employer)

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

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

26. Where did you find the information about the post / position you are applying for?

Additional information

Please do not submit your application to Frontex unless you have fully read and understood the information contained in the Call for ex[pression of interest (Vacancy Notice) and you have assured that the data you have entered in this application are correct.

ONCE YOU COMPLETE AND VERIFY YOUR APPLICATION **DO NOT SIGN OR SCAN THIS APPLICATION FORM – INSTEAD, SAVE IT IN A PDF FILE (INDICATING YOUR SURNAME IN THE NAME OF THE FILE) AND SEND IT TO JOBS@FRONTEX.EUROPA.EU PREFERABLY WELL IN ADVANCE OF THE PUBLISHED DEADLINE.**

BY SUBMITTING YOUR APPLICATION YOU ARE DEEMED TO HAVE MADE THE FOLLOWING DECLARATIONS

27. I declare that all the information provided above and in Annexes I and II by me are, to the best of my knowledge, true, correct and complete on the date of the submission of my application.

I further declare that:

- I am currently a national of a member state of the European Union or a Schengen Associated Country.
- I undertake to submit, as soon as requested by Frontex, any documents in support of the above statements and declarations.
- I am fully aware that any false or incorrect statement or omission, even if unintended on my part, may lead to my lower scoring during the evaluation, refusal or non-eligibility of my application or may render my employment with Frontex liable to a termination.
- I am willing to undergo the prescribed medical examination prior to an engagement and to provide a sworn affidavit to the effect that I have no criminal record.
- I am aware that candidates put in a reserve list may, eventually, be offered a vacant post or position of a similar profile (and of the same function group and grade).

Finally, if engaged by Frontex, I declare my readiness and commitment to act independently in the interest of Frontex and to immediately report to Frontex any interests that might be considered prejudicial to my independence.

Candidates who will, in the course of the selection procedure, attend tests (or interviews) will be required to submit documents and certificates related to this application and will be required to sign this application form.

ANNEX I (optional)**Additional information on my other studies**I have completed additional post-secondary education attested by a diploma as follows

28.	Diploma type		Diploma awarded on	
	Name of the school / university, city			
	From an EU Member State		From another country	
	Diploma type		Diploma awarded on	
	Name of the school / university, city			
	From an EU Member State		From another country	

I have completed additional university studies attested by a diploma as follows

29.	Studied from		Final date of diploma	
	Standard length of studies		Studied full/ part time	
	Diploma type			
	Diploma title (in English)			
	Principal subjects			
	Name of the school / university, city			
	From an EU Member State		From another country	
	Studied from		Final date of diploma	
	Standard length of studies		Studied full/ part time	
	Diploma type			
	Diploma title (in English)			
	Principal subjects			
	Name of the school / university, city			
	From an EU Member State		From another country	

ANNEX II (optional) - additional information on my other working experience

35.a	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				
35.b	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				
35.c	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				
35.d	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				
35.e	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
35.f		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				
35.g		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				
35.h		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				
35.i		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				
35.j		%			
	Type of business or sector				
	Occupation or position held				
	Main activities and responsibilities				
36	Summarize here all your other professional (working) experience which you deem is relevant for the post (and not yet listed in your application) – use the format “XX y ZZ m” where XX is the total number of additional years and ZZ the total number of months worked. <u>You will be required to prove it in case you are invited for a test or for an interview.</u>				