



Ministero dell'Interno

DIPARTIMENTO DELLA PUBBLICA SICUREZZA
DIREZIONE CENTRALE PER LE RISORSE UMANE

PROT. N. 333/C/2/(AA.GG.)/ 9023-E-129/2018

ROMA, 20.03.2018

OGGETTO: EUROPOL - ASSUNZIONE PERSONALE.

AI	SIGG. QUESTORI DELLA REPUBBLICA	<u>LORO SEDI</u>
AL	SIG. DIRIGENTE DELL'UFFICIO PRESIDENZIALE DELLA POLIZIA DI STATO PRESSO LA SOVRINTENDENZA CENTRALE DEI SERVIZI DI SICUREZZA DELLA PRESIDENZA DELLA REPUBBLICA	<u>ROMA</u>
AL	SIG. DIRIGENTE DELL'ISPettorato DI PUBBLICA SICUREZZA PRESSO IL VATICANO	<u>ROMA</u>
AL	SIG. DIRIGENTE DELL'ISPettorato DI PUBBLICA SICUREZZA PRESSO IL SENATO DELLA REPUBBLICA	<u>ROMA</u>
AL	SIG. DIRIGENTE DELL'ISPettorato DI PUBBLICA SICUREZZA PRESSO LA CAMERA DEI DEPUTATI	<u>ROMA</u>
AL	SIG. DIRIGENTE DELL'ISPettorato DI PUBBLICA SICUREZZA PRESSO LA PRESIDENZA DEL CONSIGLIO DEI MINISTRI PALAZZO CHIGI	<u>ROMA</u>
AL	SIG. DIRIGENTE DELL'ISPettorato DI PUBBLICA SICUREZZA "PALAZZO VIMINALE"	<u>ROMA</u>
AL	SIG. DIRIGENTE DELL'UFFICIO SPECIALE DI PUBBLICA SICUREZZA PRESSO LA REGIONE SICILIANA	<u>PALERMO</u>
AI	SIGG. DIRIGENTI DEI COMPARTIMENTI DI POLIZIA STRADALE	<u>LORO SEDI</u>
AI	SIGG. DIRIGENTI DEI COMPARTIMENTI DI POLIZIA FERROVIARIA	<u>LORO SEDI</u>
AI	SIGG. DIRIGENTI DELLE ZONE DI POLIZIA DI FRONTIERA	<u>LORO SEDI</u>
AI	SIGG. DIRIGENTI DEI COMPARTIMENTI DI POLIZIA POSTALE E DELLE COMUNICAZIONI	<u>LORO SEDI</u>
AI	SIGG. DIRIGENTI DEI REPARTI MOBILI DELLA POLIZIA DI STATO	<u>LORO SEDI</u>
AI	SIGG. DIRIGENTI DEI GABINETTI REGIONALI E INTERREGIONALI DI POLIZIA SCIENTIFICA	<u>LORO SEDI</u>
AL	SIG. DIRIGENTE DEL CENTRO DI COORDINAMENTO DEI SERVIZI A CAVALLO E CINOFILI DELLA POLIZIA DI STATO	<u>LADISPOLI</u>
AI	SIGG. DIRIGENTI DEI REPARTI VOLO DELLA POLIZIA DI STATO	<u>LORO SEDI</u>
AL	SIG. DIRETTORE DEL CENTRO NAUTICO E SOMMOZZATORI DELLA POLIZIA DI STATO	<u>LA SPEZIA</u>
AL	SIG. DIRETTORE DEL CENTRO ELETTRONICO NAZIONALE DELLA POLIZIA DI STATO	<u>NAPOLI</u>
AI	SIGG. DIRIGENTI DEI REPARTI PREVENZIONE CRIMINE	<u>LORO SEDI</u>
AI	SIGG. DIRETTORI DEGLI ISTITUTI D'ISTRUZIONE, DI PERFEZIONAMENTO E CENTRI DI ADDESTRAMENTO DELLA POLIZIA DI STATO	<u>LORO SEDI</u>



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DIPARTIMENTO DELLA PUBBLICA SICUREZZA
DIREZIONE CENTRALE PER LE RISORSE UMANE
Servizio Dirigenti, Direttivi ed Ispettori

PROT. N. 333/C/2/(AA.GG.)/ 9023-E-129/2018

ROMA, 20.03.2018

OGGETTO: EUROPOL - ASSUNZIONE PERSONALE.

EUROPOL HA RICHIESTO AGLI STATI MEMBRI DELL'UNIONE EUROPEA LA DESIGNAZIONE DI PERSONALE DI POLIZIA DA FAR PARTECIPARE ALLE SEGUENTI SELEZIONI:

EUROPOL/2018/TA/AD6/330:

SPECIALIST – FINANCIAL INTELLIGENCE UNIT WITHIN HORIZONTAL OPERATIONAL SERVICES IN THE OPERATIONS DIRECTORATE (OD) – AD6
RISERVATO AL PERSONALE APPARTENENTE AL RUOLO DIRETTIVO AD ESAURIMENTO DELLA POLIZIA DI STATO CON LA QUALIFICA DI VICE COMMISSARIO ED AL PERSONALE APPARTENENTE AL RUOLO DEGLI ISPETTORI DELLA POLIZIA DI STATO NONCHE' A QUELLO DELLE CORRISPONDENTI QUALIFICHE DEL RUOLO TECNICO DELLA POLIZIA DI STATO. È RICHIESTA PER TUTTO IL PERSONALE DI CUI SOPRA UN ANZIANITÀ DI SERVIZIO DI ALMENO A CINQUE ANNI CON ESCLUSIONE DEL CORSO DI FORMAZIONE.

TERMINE PER LA PRESENTAZIONE DELLE CANDIDATURE L'11/04/2018

REQUISITI GENERALI

1. OTTIMA E DOCUMENTATA CONOSCENZA DELLA LINGUA INGLESE;
2. AVER RIPORTATO, NEGLI ULTIMI DUE RAPPORTI INFORMATIVI, UN GIUDIZIO NON INFERIORE ALLA VALUTAZIONE DI OTTIMO;
3. NON AVER RIPORTATO CONDANNE PENALI;
4. NON ESSERE SOTTOPOSTO AD ALCUN PROCEDIMENTO PENALE;
5. NON AVER RIPORTATO SANZIONI DISCIPLINARI SUPERIORI AL RICHIAMO SCRITTO (A MENO CHE NON SIA INTERVENUTA LA RIABILITAZIONE AI SENSI E PER GLI EFFETTI DELL'ART.87 DEL D.P.R. 10 GENNAIO 1957, NR.3);

LE DESCRIZIONI DELLE POSIZIONI IN QUESTIONE, I RELATIVI REQUISITI SPECIFICI E L'“APPLICATION FORM”, IN LINGUA INGLESE, SARANNO CONSULTABILI E SCARICABILI DAL PORTALE “DOPPIAVELA”. L'ISTANZA, REDATTA IN INGLESE, DOVRÀ ESSERE COMPILATA CON SISTEMI DI VIDEOSCRITTURA, UTILIZZANDO L'APPOSITA MODULISTICA E TRASMESSA IN FORMATO P.D.F., PRECISANDO IL NUMERO DI RIFERIMENTO EUROPOL (ES. EUROPOL/2018/TA/AD..../.....). LE ISTANZE DOVRANNO ESSERE TRASMESSE SENZA RITARDO E, COMUNQUE, ENTRO IL TERMINE SUDDETTO. IL DIRIGENTE DELL'UFFICIO DOVRÀ VALUTARE IL POSSESSO DEI REQUISITI GENERALI SUINDICATI, CON ESPlicito RIFERIMENTO AI RAPPORTI INFORMATIVI, ALL'ASSENZA DI CONDANNE PENALI, AI



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DIREZIONE CENTRALE PER LE RISORSE UMANE

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PROCEDIMENTI PENALI IN ATTO, NONCHE' ALL'ASSENZA DI SANZIONI DISCIPLINARI SUPERIORI AL RICHIAMO SCRITTO. LE DOMANDE DOVRANNO ESSERE TRASMESSE VIA E-MAIL, PER I RISPETTIVI RUOLI, AI SEGUENTI INDIRIZZI DI POSTA ELETTRONICA, ENTRO E NON OLTRE LA SCADENZA SOPRA INDICATA:

- SERVIZIO DIRIGENTI, DIRETTIVI ED ISPETTORI 1 DIVISIONE: sddi1.missioni@interno.it;
- SERVIZIO DIRIGENTI, DIRETTIVI ED ISPETTORI 2 DIVISIONE sddi-2@interno.it;
- SERVIZIO PERSONALE TECNICO SCIENTIFICO E PROFESSIONALE serviziopersonaletecnico.rm@interno.it.

LE DOMANDE PERVENUTE, PREVIA VERIFICA DEI REQUISITI GENERALI RICHIESTI, SARANNO INVIATE ALL'UNITÀ NAZIONALE EUROPOL. SI PRECISA CHE LE SELEZIONI IN ARGOMENTO NON COSTITUISCONO UNA PROCEDURA CONCORSUALE. SI PREGA DI DARNE LA MASSIMA DIFFUSIONE TRA IL PERSONALE E DI TRASMETTERE TEMPESTIVAMENTE LE ISTANZE SOLO IN CASO DI EFFETTIVO POSSESSO DEI REQUISITI PRESCRITTI. CAPO DELLA POLIZIA DIRETTORE GENERALE PUBBLICA SICUREZZA GABRIELLI

IL DIRETTORE DEL SERVIZIO

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lpi



The Hague, 6 March 2018

Reg. n°: Europol/2018/TA/AD6/330

VACANCY NOTICE

Name of the post: **Specialist – Financial Intelligence Unit within Horizontal Operational Services in the Operations Directorate (OD) – AD6**

Reporting to: **Head of Team O50;**
Head of Financial Intelligence Unit

This selection procedure is intended to establish a reserve list of successful candidates (indicative number is 3). There is currently 1 available vacant post.

1. About Europol

Europol is a well-established and recognized organisation that became an EU agency in 2010. It is constantly looking for creative, self-reliant and energetic employees, who are up to the challenges involved in international crime-fighting, to work in its state-of-the-art headquarters in The Hague, the Netherlands.

Europol employs more than 1,000 personnel, including around 130 analysts, to identify and track the most dangerous criminal and terrorist networks in Europe. Our people come from a variety of professional backgrounds such as law enforcement, finance, legal, information technologies, human resources, communication, etc.

Working in close-knit teams, our specialists use their expertise and our cutting-edge technology to support investigations into serious organised crime and terrorism within and outside the EU.

A solid track record

Europol has:

- disrupted many criminal and terrorist networks
- contributed to the arrest of thousands of dangerous criminals
- helped recover millions of euros
- helped hundreds of victims of trafficking and abuse, including children

The working environment at Europol has a lot to offer. It is:

- highly collaborative
- intellectually stimulating
- multilingual
- multidisciplinary
- international

Prospective candidates should be prepared to work in a dynamic and fast-moving environment that requires a high level of flexibility, and should have the ability to perform well within a team.

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Equal opportunity

Europol is an equal opportunities employer and encourages applications without distinction on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

We aim to create and maintain a healthy and attractive work environment that supports women and men in their career planning and in achieving a healthy work-life balance.

Employment at Europol is open to nationals of EU Member States. There is no nationality quota system in operation, but Europol is striving for a broad range of nationalities in order to keep a well-balanced geographical distribution among its staff members.

If you would like to be part of a supportive team that allows you to make a strong contribution, and if you have seen a position that appeals to you, we'd like to hear from you.

2. BACKGROUND, MAIN PURPOSE AND TASKS OF THE POST

The **Operations Directorate** deals with the core business of Europol, improving the effectiveness and cooperation of the competent authorities in the Member States in preventing and combating serious and organised crime, as well as terrorism affecting the Member States. This requires close cooperation with the Liaison Bureaux at Europol and via them with the Operational Teams in the Member States.

Europol delivers a number of products and services to national law enforcement agencies to support them in their fight against international serious and organised crime, as well as terrorism.

Under Europol's organisational structure, the Operations Directorate hosts five distinct Departments: Front Office, European Serious Organised Crime Centre, European Cyber Crime Centre, European Counter Terrorism Centre and Horizontal Operational Services.

05 Horizontal Operational Services (HOS): HOS will deliver support across the Operations Executive Directorate. These functions do not belong to one specific Centre but will deliver added value to all three Centres and the Front Office.

Financial Intelligence: will include two Focal Points Sustrans and Asset Recovery as well as FIU.Net. There will be close cooperation with ECTC which will remain TFTP and FOT (Financing of Terrorism).

Under the supervision of a Senior Specialist and of the Head of Unit of the Financial Intelligence Group, the successful candidate will be responsible for the delivery of operational and strategic products and services foreseen in the Europol Work Programme in one or more of the above mentioned fields.

The successful applicant will have to carry out the following duties:

- Promote, support and coordinate the transnational anti-money laundering, asset recovery and/or financial crime related investigations carried out by the Member States;
- Provide assistance and specialised knowledge to Focal Point Sustrans, Focal Point Asset Recovery or FIU.Net activities with a focus on

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contributions in the field of money laundering, asset recovery and financial intelligence;

- Create strategic reports and other documents of operational and strategic nature in relation to money laundering and asset recovery;
- Assist in the production of analytical outputs of operational and strategic nature;
- Promote, launch and support, in cooperation with the Member States, multi-agency projects and target groups when appropriate;
- Liaise with relevant competent authorities, to facilitate cooperation and data exchange through the Secretariat of:
 - The Anti Money-Laundering Operational Network (AMON);
 - The tri-party working group on Digital Currencies;
 - The Camden Asset Recovery Inter-Agency Network (CARIN);
- Represent Europol at external engagements and provide presentations and training on money laundering, asset recovery, financial crimes and related fields;
- Ensure input, participation and horizontal operational support to the three Centres of Europol and to the EMPACT priorities identified by COSI within the EU policy cycle;
- Use SIENA and other Europol applications within the fulfilment of his tasks to deal with Focal Point Sustrans, Focal Point Asset Recovery or FIU.Net contributions and assist in pre-processing activities. Participate in on-call duty if and when required;
- Any other duties in the area of competence as assigned by the line manager.

3. Requirements - Eligibility criteria

a. Candidates must:

- Be a member of a competent authority in one of the Member States of the European Union in the meaning of Article 2 point (a) of the Europol Regulation and enjoy full rights as a citizen of a Member State;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Be physically fit to perform the duties pertaining to the position (prior to appointment the successful candidate will be medically examined by one of the institution's medical officers in order that the institution may be satisfied that the candidate fulfils the requirements of Article 12(2)(d) CEOS);
- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

b. Candidates must have:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years or more;

OR

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- Professional training or professional experience of an equivalent level in a relevant area (e.g. Police Officer's School) and after having completed the training, at least the number of years of relevant professional experience as indicated below:

• Duration of professional training	• Additional professional experience required for equivalency
More than 6 months and up to 1 year	• 3 years
More than 1 year and up to 2 years	• 2 years
More than 2 years	• 1 year

In addition to the above have at least **3 years** of professional work experience gained after the award of the diploma.

4. Requirements - Selection criteria

a. Professional experience (assessed mainly during the shortlisting phase):

- Experience in the field of financial investigations, preferably in the area of money laundering and/or asset recovery;
- Experience in handling information and intelligence and producing reports of operational and strategic nature;
- Operational experience in international co-operation and liaison.

Desirable:

- Experience in investigating financial disclosures (STRs/SARs).

b. Professional knowledge (assessed during the selection procedure, i.e. written/practical test and/or interview):

- Sound knowledge of the EU legal framework concerning money laundering and asset recovery activities;
- Knowledge of money laundering techniques and methods;
- Knowledge and experience of financial investigation techniques and methods as well as knowledge and experience of the techniques relating to the identification, freezing, management and confiscation of assets;
- Knowledge of the EU and Europol legal framework.

c. General competencies: (assessed during the selection procedure, i.e. written/practical test and/or interview):

Communicating:

- Very good communication skills in English, both orally and in writing;
- Ability to draft clear and concise documents on complex matters for various audiences.

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Analysing & problem solving:

- Keen eye for detail with the ability to maintain standards of accuracy under pressure of tight deadlines;
- Excellent analytical and critical thinking skills;
- Competent user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet.

Delivering quality and results:

- High degree of commitment and flexibility;
- High level of customer and service-orientation.

Prioritising and organising:

- Good administrative and organisational skills.

Resilience:

- Very good interpersonal skills, with the ability to work well, both independently and in a team;
- Ability to remain effective under a heavy workload and demonstrate resistance to stress.

Living diversity:

- Ability to work effectively in an international and multi-cultural environment.

5. Selection procedure

The Contracting Authority sets up a Selection Committee which consists of at least three members, one from the Human Resources Unit of Europol, one from the concerned Unit or Directorate and one designated by the Staff Committee.

For **restricted** posts the Selection Committee may also include up to two additional members designated by the Contracting Authority on a proposal from the Management Board. The additional member(s) will be either a representative from the Presidency or a representative from the Presidency and one from another Member State.

The Selection Committee determines candidates' suitability for the position by assessing their skills, experience and qualifications against the established job profile and makes an initial selection from the applications received.

The Selection Committee will invite the 5 highest scoring candidates (short-listed). All candidates having a score equal to the 5th highest scoring candidate will be included in the list of invited candidates. Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and competency-based interviews.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. He will inform the Committee of his decision. All candidates who attend the selection procedure will be informed of the outcome.

Candidates who attended a selection procedure may request feedback on their performance of the written test and interview within three months after the

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selection procedure. Europol will not be in a position to respond to feedback inquiries received outside this time frame.

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Europol Recruitment Office.

Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, which can be found on Europol's website.

6. Salary

Scale: AD6

The basic monthly salary is EUR **5,247.33** (step 1) or EUR **5,467.83** (step 2).

The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules.

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child and education allowance may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical insurance, unemployment and invalidity allowance as well as a pension scheme.

Salaries are subject to a community tax but exempt from national taxation.

7. Terms and conditions

Probation period

Engagement for this position is subject to the successful completion of a probationary period of 9 months. Within this period the successful candidate will have to undergo a post-related security screening.

Europol reserves the right to terminate the contract of employment during or at the end of the probation period in accordance with Article 14 of CEOS.

Security screening and certificate of good conduct

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct" at the time an offer of employment is made. The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. In case of unfavourable entries in the "Certificate of good conduct" Europol reserves the right not to award an employment contract.

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Job Description. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains the level of clearance, the date of issuance and the date of expiry. Failure to obtain the requisite security clearance before the expiration of the probationary period may be cause for termination of the employment contract.

The requested level of Security Clearance for this post is: **CONFIDENTIAL UE/EU CONFIDENTIAL.**

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Contract of employment

The successful candidate will be recruited as Temporary Agent AD6 pursuant to Article 2 (f) of CEOS, for a period of 5 years (full-time – 40 hours a week).

The contract may be renewed once for a period of 4 years.

The duration of the current contract of Europol staff members will be taken into account if they are successful in the selection procedure.

The place of employment will be The Hague, The Netherlands.

For further information on terms and conditions please consult the EC Staff Regulations which are available on Europol's website.

8. Additional information

DATA PROTECTION

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to any third party, except for restricted posts in which the application may be transmitted to the National Unit as part of the application process.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal bases for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of seven years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of five years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file. The Business Manager Human Resources is responsible for the data processing operation.

Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules. Candidates have a right of recourse to the Europol Data Protection Officer (Europol - Data Protection Office – Eisenhowerlaan 73, 2517 KK The Hague, The Netherlands) and the European Data Protection Supervisor (www.edps.europa.eu).

MAIN DATES

Deadline for application: 18 April, 23:59 CET

Recruitment procedure: May/June 2018

APPLICATION PROCESS AND SELECTION PROCEDURE

Please refer to the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu for further details on the application process and the selection procedure.

CONTACT DETAILS

For further details on the application process please call +31 (0) 70 353 1298 or +31 (0) 70 302 5235.



APPLICATION FORM RESTRICTED TEMPORARY AGENTS

Important information

Please note that:

- The application form must be completed in **English and in electronic format**;
- The **reference number and the title of the post must be quoted at the top** of the application form and in all correspondence relating to your candidacy;
- All fields are mandatory;
- The application form needs to be printed and **duly signed**;
- **Temporary Agent posts: four (4)** copies of the completed application form, need to be sent to Europol by post **before or on the date of the deadline** at the latest (the stamp on the envelop serves as proof of the sending date);
- Your documents should not be stapled;
- We cannot accept applications submitted electronically; the postal address can be found in the Europol Recruitment Guidelines on www.europol.europa.eu

Applicants invited for a written test and/ or practical test and interview will be required to **send by email and at least 5 working days prior to the day of the written test, copies of the following documents:**

- Copy of a document proving your nationality (e.g. passport, ID document);
- Copy of your Diploma/Degree giving you access to the selection procedure (it will be indicated in the invitation letter), proving the information on the duration of that education, mentioned in the application form;
- Copies of documentary evidence of professional experience giving access to this position, after the date on which the qualification giving access to the specific profile was obtained, clearly indicating the start and end dates – the time period for the current position, whether paid, full or part time, and the main activities and responsibilities. As evidence of an on-going employment contract, you must provide a copy of the latest payslip.

On the day of the written test you will have to bring **originals or certified copies** of the documents listed above.

In case of appointment, you will be requested to submit **a complete candidature** and therefore provide all documents declared in the application form.

- Positions marked as such on Europol website are **restricted** and applicable to law enforcement personnel only. We can only accept applications forms for restricted posts that are accompanied by a **confirmation from Europol National Units**. For more information see Europol Recruitment Guidelines.

N.B.: Candidates who do not provide all necessary information, apply after the specified deadline or do not comply with any of the above will not be considered.

N.B.: The designation 'Europol Public Information' is applicable only to the application form template. Once filled in, the personal data of the candidates will be treated in strict confidence and in full compliance with all applicable data protection rules.



APPLICATION FORM

Applying for the post of:

Ref No. of the Vacancy Notice:

1) Personal data:

Surname	
First name(s):	
Gender:	
Age:	
Date and place of birth:	
Nationality(-ies)	

Home address: *(street, house number, postal code, city, country)*

Correspondence address (if different from home address):
(street, house number, postal code, city, country)

Tel no.:	
Mobile:	
E-mail address:	

2) Language skills¹ (Please complete the below self-assessment table)

Native language(s):

OTHER EU LANGUAGES	Understanding		Speaking		Writing	Language Certificate /Diploma/ Date of award
	LISTENING	READING	SPOKEN INTERACTION	SPOKEN PRODUCTION		
Language						(if available)

¹ The official EU languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish. Please indicate the appropriate level (**A1, A2, B1, B2, C1, and C2**) in the corresponding box, using the European self-assessment grid as reference (see EUROPOL RECRUITMENT GUIDELINES: **Annex C European levels – Self assessment grid**).

3) Please indicate how you heard of the vacancy.

1. Europol website	<input type="checkbox"/>
2. Other websites (please specify)	<input type="checkbox"/>
3. Word of mouth	<input type="checkbox"/>
4. Europol National Unit	<input type="checkbox"/>
5. Other (please specify)	<input type="checkbox"/>

4) Education and training ² (to be provided in reverse chronological order, starting with the most recent diploma³)

Please mark all levels of qualification that apply to you:

- Secondary
- Post-secondary
 - Vocational studies degree
 - University degree (duration at least 3 years)
 - University degree (duration at least 4 years)
 - Any other degree

List all university degrees or equivalent qualifications obtained:

Name of the institution:	From (month, year):	To (month, year):
Country of the institution:	/	/
Main subjects and the language of study:		
Programme length: (e.g. 3 years)		
Degree or diploma obtained: (exact title in native language as well as in English):		

Name of the institution:	From (month, year):	To (month, year):
Country of the institution:	/	/
Main subjects and the language of study:		
Programme length: (e.g. 3 years)		
Degree or diploma obtained: (exact title in native language as well as in English):		

Note: Please add additional tables if required.

² Please see the EUROPOL RECRUITMENT GUIDELINES for details. **Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted.** If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document proving this must also be mentioned in the application form (and submitted together with the degree or diploma) to enable the Selection Committee to assess accurately the level of qualification.

³ Applicants invited for a written test will be required to provide **originals or certified copies attesting educational and professional qualifications** with the information on the duration of that education, as requested in the invitation letter.

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List of secondary schools or other formal education:

Name of the institution:	From (month, year):	To (month, year):
Country of the institution:	/	/
Main subjects and the language of study:		
Programme length: (e.g. 3 years)		
Degree or diploma obtained: (exact title in native language as well as in English):		

Note: Please add additional tables if required.

Training courses etc. relevant for the position you are applying for:

Name of institution providing courses:	From (month, year):	To (month, year):
Country of the institution:	/	/
Course length and the language of study: (e.g. 6 months)		
Main subjects:		
Certificates obtained:		

Note: Please add additional tables if required.

5) Employment history ⁴ *(Please indicate, starting with your present or most recent job, the positions you held in reverse chronological order)*

Present or most recent job	
Name and address of employer:	Period of employment:
	From (dd/mm/yy): / /
	To (dd/mm/yy): / /
Total (years & months & days):	
Exact designation of post / rank:	Staff under direct supervision:
Description of the main activities and responsibilities:	
Full-time <input type="checkbox"/> Part-time %	
Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>	
Period of notice required to leave your present post:	

⁴ Applicants invited for a written test will be required to provide **originals or certified documentary evidence of professional experience** after the date on which the qualification giving access to the specific profile was obtained, clearly indicating the start and end dates – respectively the continuity for the current position, whether remunerated, full or part time, and the main activities and responsibilities. Moreover, applicants must always provide a copy of the latest payslip as evidence of an ongoing employment contract.

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Previous job	
Name and address of employer:	Employed
	From (dd/mm/yy): / /
	To (dd/mm/yy): / / Total (years & months & days):
Exact designation of post / rank:	Staff under direct supervision:
Description of the main activities and responsibilities:	
Full-time <input type="checkbox"/> Part-time % Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>	
Reason for leaving:	

Previous job	
Name and address of employer:	Employed
	From (dd/mm/yy): / /
	To (dd/mm/yy): / / Total (years & months & days):
Exact designation of post / rank:	Staff under direct supervision:
Description of the main activities and responsibilities:	
Full-time <input type="checkbox"/> Part-time % Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>	
Reason for leaving:	

Note: Please add additional tables if required.

6) Computer skills

Microsoft Office Suite:	Basic	Intermediate	Proficient
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) Skills and competencies

Please describe how your skills and competencies are related to the position you are applying for and how you obtained them.

8) Reasons for applying for this post

Please explain briefly your reasons for applying for this post including any matters that you wish to be taken into consideration and which are not included elsewhere.

9) Did you apply for a Europol post before? Yes No

If yes when and for which post(s) and at what stage did the selection finish (e.g. on reserve list, invited for interview, application submitted)?

Data Protection

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to any third party, except for restricted posts in which the application may be transmitted to the National Unit as part of the application process.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal bases for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of 7 years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of 5 years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file. The Business Manager Human Resources is responsible for the data processing operation. Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Candidates have a right of recourse to the Europol Data Protection Office (Data Protection Office - PO Box 90850, 2509 LW The Hague, The Netherlands) and the Joint Supervisory Body (www.europoljsb.consilium.europa.eu).

Declaration

I, the undersigned, declare that the information provided above is, to the best of my knowledge, true and complete.

I understand that, if it is subsequently discovered that any statement is false or misleading, or I have withheld relevant information, my application (or appointment) may be disqualified. I will inform Europol Human Resources of any changes in the details provided on the application form.

I declare that:

1. I am a national of a Member State of the European Union and enjoy my full rights as a citizen.
2. I have fulfilled any obligations imposed on me by the applicable laws concerning military service. I meet the character references as to the suitability for the performance of the duties involved and I understand and accept that Europol requires the highest level of personal integrity from all its officers and staff.
3. I am willing to undergo a medical examination prior to engagement and am aware that being found physically fit to perform the duties is conditional to being employed.
4. I commit to provide Europol with a national, valid Certificate of Good Conduct, prior the signature of the employment contract.
5. I acknowledge and understand that any appointment to the post is conditional upon undergoing a security screening according to Article 32 of Europol Security Rules. I agree that the information provided in this application form can be used for this purpose. Failure to obtain the requisite security clearance before nine (9) months of service may be cause for termination of employment contract. I understand and accept that Europol may at any time terminate the employment contract with me if the result of the security screening is not positive and the clearance level required for the post is not granted to me.
6. I will submit on the day of the written test all originals or officially certified copies of the documents mentioned in the application form should I be invited for the selection procedure and I am aware of the fact that my application may be refused if I fail to do so.
7. I am giving my consent that my personal details are stored in accordance with the legislation in vigour.
8. I have read, understand and agree with the Europol Recruitment Guidelines.

Date

Signature of applicant
