**Application for the position of: Reference:**

22/EJ/05

ADMINISTRATIVE DIRECTOR (AD 14)

**1) Surname:**

**First name(s):**

**Gender:**

**2) Address:**

**Postcode:**

**City:**

**Country:**

**Mobile phone no.:**

**Telephone no.:**

**E-mail address:**

dd-mm-yyyy

**3) Date of birth:**

 **Place of birth:**

**Nationality:**

**Please indicate how you found out about this vacancy:**

1. **EUROJUST website:** [ ]
2. **EPSO website:** [ ]
3. **OTHER (Please specify):**

**4) EDUCATION and TRAINING (in reverse chronological order)**

**Secondary education (Indicate schools attended)**

*Please indicate ONLY those studies for which a certificate or diploma has been obtained.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From***(dd-mm-yy)* | **To***(dd-mm-yy)* | **Full-time** *or***Part-time** | **Name of school/****institution** | **Title of qualification in original****language and English translation** |
|  |  |  |  |  |

**Insert new row (if necessary)**

**Post-Secondary education (Indicate colleges or other relevant institutions attended)**

*Please indicate ONLY those studies for which a certificate or diploma has been obtained.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From***(dd-mm-yy)* | **To***(dd-mm-yy)* | **Full-time** *or***Part-time** | **Name of institution** | **Title of qualification in original****language and English translation** |
|  |  |  |  |  |

**Insert new row (if necessary)**

**University education and/or post-graduate studies**

*Please indicate ONLY those studies for which a certificate or diploma has been obtained.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From***(dd-mm-yy)* | **To***(dd-mm-yy)* | **Full-time** *or***Part-time** | **Name of university/****institution** | **Title of qualification in original****language and English translation***(e.g. Bachelor's; Master's; PhD)* |
|  |  |  |  |  |
|  |  |  |  |  |

**Insert new row (if necessary)**

**Training (only if relevant to the post)**

*Please indicate ONLY those studies for which a certificate or diploma has been obtained.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From***(dd-mm-yy)* | **To***(dd-mm-yy)* | **Full-time** *or***Part-time** | **Name of institution / provider** | **Title of qualification in original****language and English translation** |
|  |  |  |  |  |
|  |  |  |  |  |

**Insert new row (if necessary)**

**5) LANGUAGE SKILLS**

*Please list languages in order of fluency*

|  |  |
| --- | --- |
| **Mother Tongue(s)** |  |
| **Other Languages** | **\*Written** | **\*Spoken** | **\*Understanding** |
|  |  |  |  |
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**Insert new row (if necessary)**

**\*Proficient (C1/C2) / Independent (B1/B2) / Basic user (A1/ A2).** *Please consult the* [*Common European**Framework of Reference (CEFR)*](https://www.coe.int/en/web/common-european-framework-reference-languages/home) *table at the end of this application form*

**6) COMPUTER SKILLS**

*List programs, e.g. Word, Excel, Access, PowerPoint, Outlook and any other software/ applications*

|  |  |
| --- | --- |
| **Software / Applications** | **Level of competence *(basic, good or excellent)*** |
|  |  |
|  |  |
|  |  |

**Insert new row (if necessary)**

**7) PRESENT / PREVIOUS EMPLOYMENT *(in reverse chronological order)***

**For each job, please indicate if you have worked full-time (FT) or part-time (PT).**

**Specify the amount of weekly working hours for part-time jobs.**

**Full time overlapping periods will only be taken into account once.**

**Please only mention jobs for which you can provide certification of the period worked *(i.e. contract, social security contributions, work history issued by an official entity, etc.)*, and include also military service *(or alternative civil service)*.**

|  |
| --- |
| **PRESENT OR MOST RECENT EMPLOYMENT** |
| Name and address of employer |  |
| Employed from *(day, month, year)* |  |
| Employed to *(day, month, year)* |  |
| Full-time */* Part-time *(specify hours/week)* |  |
| Job title |  |
| Place of work |  |
| Description of the main activities, duties and responsibilities *(It is required that you introduce relevant and concrete examples describing your activities in this position.)* |  |
| Number of staff and total budget under your responsibility (where applicable) |  |
| Numbers of hierarchical layers above and below; and number of peers |  |
| Period of notice required to leave your present position |  |

| **PREVIOUS EMPLOYMENT** |
| --- |
| Name and address of employer |  |
| Employed from *(day, month, year)* |  |
| Employed to *(day, month, year)* |  |
| Full-time / Part-time *(specify hours/week)* |  |
| Job title |  |
| Place of work |  |
| Description of the main activities, duties and responsibilities *(It is required that you introduce relevant and concrete examples describing your activities in this position.)* |  |
| Number of staff and total budget under your responsibility (where applicable) |  |
| Numbers of hierarchical layers above and below; and number of peers |  |
| Reasons for leaving |  |

**Insert new table (if necessary)**

**… years and … months**

**Total number of years / months of proven working experience:**

**8) HOW DO YOU FULLFIL THE SELECTION CRITERIA**

**You are requested to outline the way in which you fulfil the selection criteria for the position and provide concrete examples of how your knowledge, experience, skills and abilities meet the requirements listed in the selection criteria in the vacancy notice.**

|  |
| --- |
| **(Please note that this is an expandable text field, which will adjust to any amount of text added)** |

**9) REFERENCES**

**Please provide us with the names of a minimum of two references whom we can contact, one of whom must be from your current/ most recent job. One of these references must be a direct supervisor.**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Telephone and e-mail address | Company and Job Title | Do we need your prior consent? |
|  |  |  | No [ ]  | Yes [ ]  |
|  |  |  | No [ ]  | Yes [ ]  |
|  |  |  | No [ ]  | Yes [ ]  |

**Processing of personal data**

The purpose of processing the data you submit is to manage your application with a view to possible selection and recruitment at EUROJUST. Your data will in no case be transmitted to any third party. Any data you provide will be treated in the strictest confidence and with high standards of security.

All documents you provide to Eurojust during any selection procedure will be kept in Eurojust's files and will not be returned to you. Your documents will only be kept for as long as necessary to fulfil the mandatory requirements of existing auditing/control procedures applicable to EUROJUST.

Eurojust will ensure that applicants’ personal data are processed as defined in Regulation (EU) 2018/1725 of 23 October 2018 and the data protection rules of Eurojust. More information on how Eurojust processes your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](http://www.eurojust.europa.eu/doclibrary/Eurojust-framework/dataprotectionnotifications/Data%20protection%20notice%20for%20processing%20of%20personal%20data%20in%20the%20context%20of%20Eurojust%20human%20resources%20procedures/2020-03_DPnotice-on-%20processing-%20HR-data.pdf).

**Declaration of Honour**

I understand and accept that EUROJUST requires the highest level of personal integrity from all its officers and staff.

If I am successful in the selection procedure, I agree that the information provided in this application form can be used for security screening. Security screening will be carried out at various levels according to the tasks to be performed. For this purpose, I am aware that Eurojust will require me to sign a pre-screening self-declaration. If the National Security Agency of my state of nationality issues a negative national security screening opinion at the appropriate level after the signature of my contract of employment, I am also aware that Eurojust has the right to terminate the contract.

I declare on my word of honour that the information provided above is true and that I am aware that any incorrect statements may invalidate my application.

I further declare on my word of honour that I have fulfilled any obligations imposed on me by laws concerning military service.

I understand and accept that my application may be disqualified or rejected in the event of:

* failing to comply with any formal requirement stated in this application form and/or in the related vacancy notice;
* failing to supply the supporting documents requested following this application and/or in the related vacancy notice.

I understand that if it is subsequently discovered that any statement I have made is false or misleading or I have withheld relevant information, my application (or appointment) may be disqualified according to the rules laid down in the Staff Regulations.

**Name of applicant:**

**Date:**

[ ]  **I hereby sign this application form and agree with the above-mentioned Declaration of Honour**

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| **THE INFORMATION YOU PROVIDE IN ALL HR FORMS WILL ONLY BE PROCESSED FOR THE PURPOSE FOR WHICH THE FORM IS INTENDED, I.E. THE DETERMINATION OF RIGHTS UNDER THE STAFF REGULATIONS, AND WILL ONLY BE ACCESSED BY THOSE WHO NEED TO DO SO FOR THIS PURPOSE. YOUR PERSONAL DATA WILL BE PROCESSED BY THE HR UNIT OF EUROJUST (THE DATA CONTROLLER). IF YOU WISH TO EXERCISE YOUR RIGHTS AS A DATA-SUBJECT TO ACCESS, CORRECT, BLOCK OR DELETE YOUR PERSONAL DATA, AS DEFINED** **IN THE REGULATION (EU) 2018/1725 OF 23 OCTOBER 2018 AND THE DATA PROTECTION RULES OF EUROJUST PLEASE CONTACT THE HR UNIT. YOU ALSO HAVE THE RIGHT TO PUT FORWARD REQUESTS FOR INFORMATION, ENQUIRIES OR CLAIMS FOR AN ALLEGED BREACH OF THE DATA PROTECTION RULES OF EUROJUST TO THE DATA PROTECTION OFFICER.** |

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