

This application form is specifically created only for this selection procedure. It shall be:

- Downloaded and opened in a PDF reader in a MS Windows equipped computer** – the recommended version is the Adobe Acrobat Reader DC (version 2022.001.20169. You may download this free version here: <https://get.adobe.com/uk/reader/>). Opening the file and working only in a browser or in MacOS is not supported and such an application might be refused by the automated processing system.
- The **form is digitally signed and protected against any manipulation or changes**. Therefore, applicants shall **not try to manipulate and/or alter it** – in such a case the digital signature will disappear, and the application form will become invalid for subsequent processing resulting in an automatic rejection of such a submission.
- Filled in electronically** in English language. **Avoid using specific characters** of a national (non-English) alphabet.
- Fields, where you may enter your input, are highlighted in light blue colour**. Fields marked with an asterisk (*) indicate a required input.
- When entering dates, **the only accepted format is DD/MM/YYYY** (if you use different format, e.g. DD-MM-YYYY or DD.MM.YYYY, the automatic calculation fields may not display the calculations correctly).
- You should be concise – **the space for your input is limited by the size of the text boxes**.
- In case you have technical issues with filling/saving this form, you may write to us at jobs@frontex.europa.eu.

For your personal data protection information please refer to: <https://frontex.europa.eu/careers/how-to-apply/data-protection/>

FRONTEx APPLICATION FORM - RCT-2022-00152

MY PERSONAL DATA

1. First (given) name*	<input type="text"/>	2. Surname (family name)*	<input type="text"/>
3. Gender*	<input type="text"/>	4. Date of birth*	<input type="text"/>
5. Address (street / number / post office code / city / country)*	<input type="text"/>	6. Telephone number (including int'l prefix)*	<input type="text"/>
7. E-mail address (to be used for communication)*	<input type="text"/> 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.		

THE POST / POSITION I AM APPLYING FOR IN FRONTEx

8. Position / Business title	Contract type	
Call for expression of interest - CA FGIV in HR	Contract Staff	✓

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 ALLOWING FRONTEX TO ASSESS CANDIDATE'S AWARENESS ABOUT PROTECTION OF FUNDAMENTAL RIGHTS

A.	I am aware of main principles of the Charter of Fundamental Rights of the European Union, the European Convention on Human Rights.	
B.	I am aware that Frontex strives for respect and protection of fundamental rights in all its activities.	
C.	I am personally aligned with the principles of protection of fundamental rights.	
D.	In case I am selected to work in Frontex, I am prepared to respect and to help protecting fundamental rights in all my actions and activities.	

LAST FOUR DIGITS of my PASSPORT (or of my NATIONAL ID CARD)

This information will be used for identification of your online test submission.

Last four digits of my passport or ID card*	
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I AM INTERESTED IN WORKING IN THE FOLLOWING AREA(S) Please mark your choice(s)*

The HR area I am interested in:	HR Strategy	
	Pay, Benefits & Time Management	
	Talent Acquisition	
	HR Business Partnering	
	Expatriate Services	
	HR Regulatory & Compliance	
	Learning, Career Development & Retention	
	HR Budget, Contracts, Planning & Reporting	

MY EPSO CAST ID APPLICATION(S) AND VALIDITY OF MY EPSO TEST(S)

Please state the EPSO CAST ID Application(s) number. Also, please include the 'validity date' of the respective EPSO test you have succeeded in (this is optional, as it's not mandatory for you to have already succeeded in an EPSO CAST test to submit this application). Please note that if you will not include correctly this information Frontex will not consider your application.

EPSO CAST ID application(s)* and validity of my EPSO test (optional)	
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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 work experience longer than 3 months which you deem are the most relevant for the post you are applying for and which prove that you possess the required length of professional experience after your university diploma. In case you wish to list additional work experience you may add additional information on your other work experience in Annex II at the end of the application form. In case you are or you were working for an EU institution or 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)	
15.a		%			
	Type of business or sector				
	Job title 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)	
15.b		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

15.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				
	Job title or position held				
	Main activities and responsibilities				

15.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				
	Job title 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

16.	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
		%			

MEETING THE PROFESSIONAL SELECTION CRITERIA

This section provides you with an opportunity to clearly explain how well you meet or exceed the professional requirements (selection criteria published in the Call) mainly for the purpose of assessment of your suitability for the post during the application screening. Use real examples / goals achieved and quantification wherever possible. You should be concise – the space for your input is limited by the size of the text boxes below.

<p>17.</p>	<p>1. Sound knowledge and proven professional full-time work experience of at least 3 years in HR service delivery.</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	
<p>17.</p>	<p>2. IT proficiency in office automation tools and applications (Word, Outlook, Excel, and Power Point) and experience of at least two years in office management tasks and in working (on a daily basis) with electronic systems and large databases such as SharePoint, HRM databases, financial processing databases.</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	
<p>17.</p>	<p>3. Experience of at least one year in working in a multicultural environment, preferably in an EU/international institution/body/agency.</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>	

<p>17.</p>	<p>4. Familiarity and compliance with fundamental rights and freedoms.</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e0e0e0; height: 150px; width: 100%;"></div>	
<p>17.</p>	<p>5. Ability to handle and analyse large volumes of data and to pay meticulous attention to details.</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e0e0e0; height: 150px; width: 100%;"></div>	
<p>17.</p>	<p>6. Very good ability to analyse, interpret, communicate and implement HR rules and regulations</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e0e0e0; height: 150px; width: 100%;"></div>	
<p>17.</p>	<p>7. Experience of at least one year with project management, preferably in an EU/international context or formal certification in project management.</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e0e0e0; height: 150px; width: 100%;"></div>	

17.	<p>8. Possessing a diploma of legal/social studies or experience in law related services</p> <p style="color: red;">Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e0e0e0; height: 100px; width: 100%;"></div>	
17.	<p>9. Experience of working with budgets, payroll and/or procurement</p> <p style="color: red;">Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e0e0e0; height: 100px; width: 100%;"></div>	

KNOWLEDGE OF EU LANGUAGES

You may mention knowledge of non-EU languages in point 20. [Please use the self-assessment grid available as a link here.](#)

18.	EU Language*	My level of language proficiency*

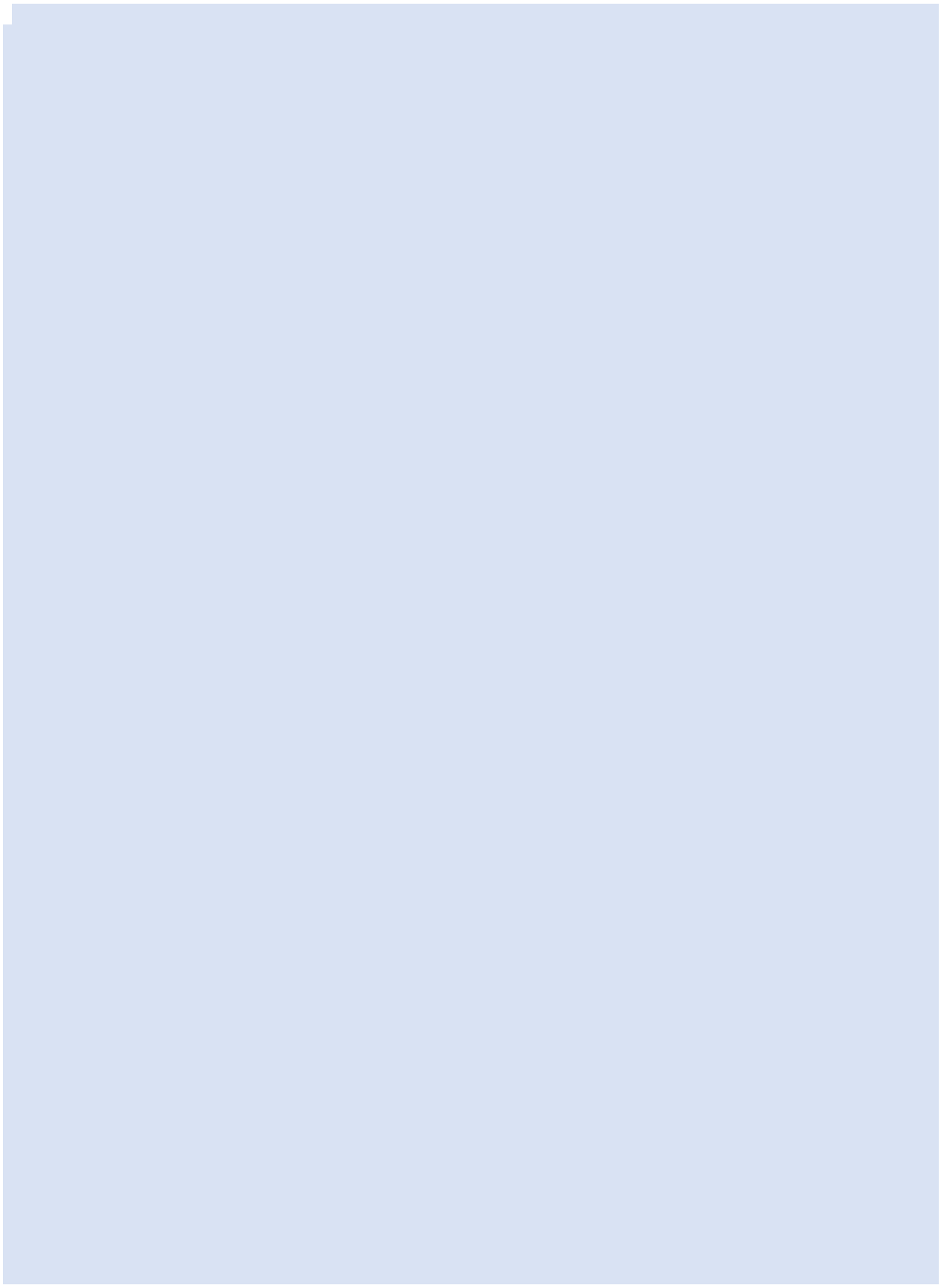
REFERENCES

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.

19. 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	

20. MOTIVATION LETTER*

This page provides you with an opportunity to explain your application - why do you think you fit the post / position and **why would you like to work in Frontex** - 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 6000 characters).



21. My availability date (or the notice period required by my employer)
22. Have you ever applied for any other Frontex post? If yes, please indicate for which one.
23. 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.
24. 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 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.**
- **SAVE IT IN A PDF FILE (INDICATING YOUR SURNAME IN THE NAME OF THE FILE) AND**
- **SUBMIT IT TO FRONTEx (preferably well before the deadline for submission of applications) BY UPLOADING IT TO THIS URL LINK: <https://microsite.frontex.europa.eu/en/recruitments/RCT-2022-00152>**

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

<p>25. 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.</p> <p>I further declare that:</p> <ul style="list-style-type: none"> • 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). <p>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.</p>
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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

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 right after this section in Annex I.

I possess the following level of education which corresponds to completed university studies of (at least) three years attested by a diploma¹ as follows (the first diploma obtained in my career): [Examples of required diplomas](#)

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

Additional information on my other studies

I have completed additional post-secondary education attested by a diploma as follows

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

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

28.	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	

¹ Diploma [recognized by any EU Member State](#) to be at least at EQF level 6.

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

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

31.	Should you have used up all the fields in point 30. above, you may summarize here all you 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. You will be required to prove it in case you are invited for a test or for an interview.	
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32.	YOUR DECLARED TOTAL WORKING EXPERIENCE: Based on the data you have entered in fields 15, 16 and in Annex II, this is your automatically calculated working experience (adjusted for overlapping periods and part-time engagements). This calculation will be later verified / corrected by Frontex on the basis of submission of required documents and certificates taking into account the date you have reached the minimum required level of education.	
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