

# EUROPEAN EXTERNAL ACTION SERVICE



**Instructions:** Candidates who are or wish to be considered as seconded should submit their application forms to their respective national authorities for their approval. Please fill in the application completely electronically and rename the file "SURNAME, Firstname.docx" before sending it.

## Application form for EULEX Kosovo for seconded candidates from Contributing Third States

(to be sent through official channels, respectively the Permanent Mission/ Delegation to the EU of the Contributing Third State, by e-mail to [CivOpsHQ-HR-EULEX-Kosovo@eeas.europa.eu](mailto:CivOpsHQ-HR-EULEX-Kosovo@eeas.europa.eu))

### 1. NOMINATION DETAILS

<b>Post N°/title (specify the vacancy reference, compulsory)</b>		<b>Applicable status regime</b>	
First priority:		<b>Seconded status:</b> <input type="checkbox"/>  Do you have any objections to our providing feedback to your national authorities in case of non-selection? <input type="checkbox"/> Yes, <input type="checkbox"/> No	
Second priority:			
Third priority:			
Are you willing to serve in the organisation for which you are applying in a position other than those specified above? <input type="checkbox"/> Yes, <input type="checkbox"/> No  Are you willing to serve in another civilian CSDP Mission/organisation than the one you are now applying for? <input type="checkbox"/> Yes, <input type="checkbox"/> No		<b>Contracted status:</b> [Not applicable]  Would you accept a contract of employment or Internship Agreement (when applicable) for less than six (6) months: <input type="checkbox"/> Yes, <input type="checkbox"/> No  If selected under contracted status, do you allow the country of your nationality to be informed of your selection notably in order to facilitate the issuance of security clearance? <input type="checkbox"/> Yes, <input type="checkbox"/> No	
Please indicate here if you are a member of the European Gendarmerie Force (EGF) <input type="checkbox"/> Yes, <input type="checkbox"/> No			
Are you currently working for any CSDP missions?	<input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No	If yes, specify mission name:	

### 2. PERSONAL DATA

First name		Last name	
Birth date		Country of birth	
Passport N°		Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Country of nationality		Other nationality/ies	
Are you currently or have you been a Police Officer?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	If yes, please specify your Police rank:	

Are you currently or have you been a Military Officer?	[ ] Yes, [ ] No	If yes, please specify your Military rank:	
Are you a Civilian expert?	[ ] Yes, [ ] No	If yes, please specify your profession:	
Security clearance	[ ] Yes, [ ] No; If Yes, indicate level:		
Driving licence	[ ] Yes, [ ] No; If Yes, indicate category(ies):		

### 3. CONTACT DETAILS

Contact details (1)		Home address & Current address [x]
Street:		Zip/Postal Code:
Town/city:	County/state/province:	Country:
Telephone N°:	Mobile N°:	E-mail address:

### 4. EDUCATION AND PROFESSIONAL TRAINING

University education or equivalent			Attended (dd/mm/yyyy)	
Name institution / university, place and country	Degrees/qualifications obtained (Title of qualification awarded)	Main course/field of study	From:	To:
Secondary education and/or formal vocational education/training			Attended (dd/mm/yyyy)	
Name institution / university, place and country	Degrees/qualifications obtained (Title of qualification awarded)	Main course/field of study	From:	To:
Civilian crisis management courses			Attended (dd/mm/yyyy)	
Name institution	Degrees/qualifications obtained (Title of qualification awarded)	Course title	From:	To:
Hostile Environment Security Training or e-Hest			Attended (dd/mm/yyyy)	

Name institution	Degrees/qualifications obtained (Title of qualification awarded)	Course title	From:	To:
<b>Hostile Environment Awareness Training (HEAT)</b>				
Did you attend HEAT (or equivalent course)		[ ] Yes, [ ] No		

## 5. EMPLOYMENT RECORD (in reverse chronological order)

<b>Current/most recent position</b>			Current position: [x] Yes, [ ] No	
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):				
Supervisor's name:		E-mail:		Phone N°:
<b>Previous position (1)</b> (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):				
Supervisor's name:		E-mail:		Phone N°:
<b>Previous position (2)</b> (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):				
Supervisor's name:		E-mail:		Phone N°:
<b>Previous position (3)</b> (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):				

supervised):				
Supervisor's name:		E-mail:		Phone N°:
<b>Previous position (4)</b> (only positions longer than 6 months)				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):				
Supervisor's name:		E-mail:		Phone N°:
<b>Other previous positions and positions shorter than 6 months</b>				
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:

## 6. EXPERTISE DETAILS

Area	Category	Standard Job Description

## 7. OTHER SKILLS

Languages (European level*)		Native language:		
Other languages	Speak	Write	Read	Understand

C1, C2 = Proficient user; B1, B2 = Independent user; A1, A2 = Basic user  
 (\*) Common European Framework of References for Languages

Computer skills					
Word processor		Web browsing		Presentations	
Spreadsheets		Financial software		Project management	

C = Proficient user; B = Independent user; A = Basic user; N/A

## 8. MOTIVATION AND ADDITIONAL INFORMATION

Please explain the reasons for your application, covering your profile and particular interest in this position. Add any other information that might be relevant to your application, including any skills, knowledge and experience for which there was no space above.

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## 9. FINAL QUESTIONS

Please read and answer carefully all questions		
How quickly would you be available for deployment in case of a job or internship offer?		
Do you agree that the EEAS or the civilian CSDP Mission/organisation you are applying to make enquires about your performance at your former employer(s)?		[ ] Yes, [ ] No
If you have previously worked in another civilian CSDP Mission/organisation, do you agree that your application form may be shared with your former employer when a making enquiries about your performance ?		[ ] Yes, [ ] No
If you are currently working in a civilian CSDP Mission or have worked in a civilian CSDP Mission, do you agree that your last two PER (Performance Evaluation Reports) or PDP (Performance & Development Plan) forms are shared with CivOpsHQ and/or the Mission?		[ ] Yes, [ ] No
Are any close family members of yours, to the best of your knowledge, applying to this Call for Contributions or have already been working in the civilian CSDP Mission/organisation you are applying for or any other civilian CSDP Mission?		[ ] Yes, [ ] No
Details must be provided if the last question is answered "Yes" :		
How did you find out about this Call for Contributions?		
Have you ever been convicted in any criminal proceeding?		[ ] Yes, [ ] No
Has any disciplinary sanction ever been imposed on you?		[ ] Yes, [ ] No
If you responded "yes" to any of the previous questions, please provide details:		
By submitting this application form, I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the Application Form will result in the application being void and will result in termination or dismissal from the mission.		I agree: [ ] Yes, [ ] No
Place	Date	Signature (typed full name is sufficient)

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## 10. ATTACHMENTS

**Attention! Please note that the attachments to an Application Form are MANDATORY ONLY for:**

1. Calls for Contributions for Kosovo Specialist Chambers & Specialist Prosecutor's Office. An ADDENDUM template will be filled in and uploaded together with the Application Form.
2. Call for Contributions for Specialized Teams. Further instructions will be available after the publication of such Calls.

<b>Attachments to Application Form (0)</b>

Important!

Do not send any documentary evidence until you have been asked to do so.

Please note that recruitment of couples and family members in CSDP Missions is possible, provided that they will act independently in their area of work, i.e. they do not work in a direct hierarchical relationship; do not work in the same unit; do not have close professional relationship/significant impact on each other's area of work.

With reference to the Call for Contributions, please be reminded that physical and mental health are general conditions and considered as essential requirement of the selection to all positions of civilian CSDP Missions. Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Area of Operations of the Mission. If you are selected, before receiving the final job/internship offer, you will be required to certify being medically fit for the specific post. This entails complying with medical procedure requested by the seconding authority or the civilian CSDP Missions' medical procedure ("Fit to work clearance" procedure) that includes health check and might include, for certain security and/or armed positions, a mandatory psychological assessment and drug screening. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. As temporary measure and while the COVID-19 pandemic persists, the Mission will take into account the exceptional circumstances of COVID-19 crisis\*. Only selected candidate proven to be medically fit to work in the Area of Operations of the Mission will receive a final job offer. For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment/deployment of any selected candidates who proves to be medically unfit to work in a civilian CSDP Mission.

To ensure duty of care in the CSDP Missions, selected candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

\* Please refer to [point 2 of the Q&A on COVID-19: Medical information](#)<sup>1</sup> of the European Centre for Disease Prevention and Control.

The EEAS, and its Directorate CivOpsHQ processes personal data pursuant to Regulation (eu) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. The Privacy statement is available on the EEAS website as well as in the Goalkeeper system.