EUROPEAN EXTERNAL ACTION SERVICE

Application form for EUAM Ukraine for the Team Members of the Specialised Team (OPS) (except Team Leader)

Annex 3

1. NOMINATION DETAILS

Post N°/title (specify the vacancy reference, compulsory)	**Applicable status regime**
First priority:	**Seconded** status: [ ] Do you have any objections to our providing feedback to your national authorities in case of non-selection? [ ] Yes, [ ] 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? [ ] Yes, [ ] No Are you willing to serve in another civilian CSDP Mission/organisation than the one you are now applying for? [ ] Yes, [ ] No	**Contracted** status: [ ] Would you accept a contract of employment or Internship Agreement (when applicable) for less than or equal to six (6) months: [ ] Yes, [ ] 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? [ ] Yes, [ ] No
Please indicate here if you are a member of the European Gendarmerie Force (EGF) [ ] Yes, [ ] No	

To be filled-in only in case you are applying as seconded candidate:

Are you currently working for any CSDP missions?	[ ] Yes, [ ] No	If yes, specify mission name:	

2. PERSONAL DATA

First name		Last name	
Birth date		Country of birth	
Passport N°		Gender	Male [ ] Female [ ]
Country of nationality		Other nationality/ies	
Are you currently or have you been a Police Officer?	[ ] Yes, [ ] No	Police Officer	
Are you currently or have you been a Military Officer?	[ ] Yes, [ ] No	Military Officer	

Are you a Civilian expert?	[ ] Yes, [ ] No	Civilian	Logistics
Security clearance			
Driving licence			

3. CONTACT DETAILS

Contact details (1)		Home address & Current address [ ]
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:

Hostile Environment Awareness Training (HEAT)				
Did you attend HEAT (or equivalent course)		[ ] Yes, [ ] No		

5. EMPLOYMENT RECORD (in reverse chronological order)

Current/most recent position			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°:	
Previous position (1) (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°:	
Previous position (2) (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: Björn Johansson	E-mail: bjorn.johansson@msb.se		Phone N°: 0046102407021	
Previous position (3) (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°:	
Previous position (4) (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: Julien Feuillet	E-mail: julien.feuillet@eulex-kosovo.eu		Phone N°: 0038349784001	
Previous position (5) (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°:	
Previous position (6) (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°: N/A	
Other previous positions and positions shorter than 6 months				
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: Swedish**		
Other languages	Speak	Write	Read	Understand

C1, C2 = Proficient; 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.

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 have previously worked in another civilian CSDP Mission/organisation, do you agree that your application form may be shared with your former employer when 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 has already been working in the civilian CSDP Mission/organisation you apply for or any other 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?	
If you selected "Other" to the last question, please provide details:	
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)

If selected under contracted status, you will be requested to supply documentary evidence which supports the statements you made above. Do not, however, send any documentary evidence until you have been asked to do so.

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.

Attachments to Application Form (0)

Important!

If selected under contracted status, you will be requested to supply documentary evidence which supports the statements you made above. Do not, however, send any documentary evidence until you have been asked to do so.

Please note that recruitment of couples and family members in CSDP Missions/Office 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 seconded/contracted 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[1] 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.

Important!

En cas de sélection sous statut contractuel, vous serez requis de fournir des preuves documentées des déclarations effectuées ci-dessus. Toutefois, n'envoyez pas de preuve documentée jusqu'à ce que cela vous soit demandé.

Veuillez noter que le recrutement de couples et de membres de la famille est possible dans les Missions CSDP/Bureau, à condition que ces personnes agissent de façon indépendante dans leur domaine de travail, c'est-à-dire qu'elles ne travaillent pas en relation hiérarchique directe; qu'elles ne travaillent pas au sein de la même unité; n'ont pas de relation professionnelle proche ou n'ayant pas de conséquence significative sur leur domaine respectif de travail.

En ce qui concerne l'appel à contributions, nous vous rappelons que la santé physique et mentale est une condition générale qui est considérée comme un critère essentiel de la sélection pour tous les postes des missions civiles PSDC. Les candidats doivent être physiquement aptes et en bonne santé, sans aucun problème physique ou mental ni dépendance aux substances qui pourrait nuire à la performance opérationnelle dans la zone d'opérations de la mission. Si vous êtes sélectionné, avant de recevoir l'offre finale d'emploi / de stage, vous devrez certifier que vous êtes médicalement apte à occuper le poste en question. Cela implique de se conformer à la procédure médicale demandée par l'autorité de détachement ou à la procédure médicale des missions civiles PSDC (procédure d'habilitation d'aptitude au travail ou « Fit to work clearance ») qui comprend un examen de santé et peut inclure, pour certains postes de sécurité et / ou armés, une évaluation psychologique obligatoire et un test pour le dépistage de drogues. De la même manière, un examen dentaire doit être fourni et accompagné par un certificat indiquant qu'aucun problème dentaire significatif n'est prévu. À titre de mesure temporaire et tant que la pandémie du COVID-19 persiste, la Mission tiendra compte des circonstances exceptionnelles de cette crise*. Seul les candidats sélectionnés dont il est prouvé qu'ils sont médicalement aptes à travailler dans la zone d'opérations de la Mission recevront une offre d'emploi finale. Pour les candidats sélectionnés sous contrat, conformément à la «Procédure d'autorisation d'aptitude au travail», une copie des résultats des examens médicaux ainsi que le certificat d'aptitude au travail,

pour les candidats sélectionnés détachés, le certificat d'aptitude au travail doit être adressé au Conseiller Medical de la Mission avant de rejoindre la Mission. Les données médicales seront traitées de manière confidentielle et conformément à la charte des droits fondamentaux de l'UE et à la procédure opérationnelle standard sur la protection des données à caractère personnel (Instruction CivOpsCdr 12-2018 telle que modifiée.)

Les Chefs de Mission se réservent le droit de refuser le recrutement / déploiement de tout candidat sélectionné qui s'avère médicalement inapte à travailler dans une mission civile PSDC.

Pour assurer le devoir de diligence dans les missions PSDC, les candidats sélectionnés détachés / contractuels doivent être en mesure de servir pendant la totalité de la période de détachement / contrat avant d'atteindre l'âge normal de la retraite dans les États (tiers) contributeurs / pays de résidence.

* Veuillez consulter le point 2 of the Q&A on COVID-19: Medical information[1] du Centre européen de prévention et de contrôle des maladies

Le SEAE, et sa Direction CivOpsHQ, traite les données personnelles sur base du Règlement (EU) 2018/1725 du Parlement Européen et du Conseil sur la protection des personnes physiques à l'égard du traitement des données à caractère personnel par les institutions, organes, bureaux et agences de l'Union, et sur la libre circulation de ces données, abrogeant le Règlement (EC) N° 45/2001 et la Décision N° 1247/2000/EC. La déclaration de confidentialité est disponible sur le site Web du SEAE ainsi que dans le système Goalkeeper.