**Instructions**: Candidates who wish to be considered as seconded should submit their application form to their respective national authorities for their approval. Please fill in the application form completely electronically and send it in the original format, i.e. MS Word 2003 or previous versions.

**Application form for EUPOL RD Congo**

(to be sent by e-mail to cpcc.eupolrdcongo@eeas.europa.eu)

**Annex II**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. NOMINATION DETAILS (indicate positions and status regime applied for)**   |  |  | | --- | --- | | **Post no/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: |   **2. PERSONAL DATA**   |  |  |  |  | | --- | --- | --- | --- | | Last name |  | First name |  | | Birth date | (dd/mm/yyyy) | Country of birth |  | | Passport no. |  | Gender | Male Female | | Present nationality |  | Other nationality |  | | Police Officer | Yes No | If yes, current rank: |  | | Military Officer | Yes No | If yes, current rank: |  | | Civilian | Yes No | Profession: |  | | Security clearance | Yes No | If yes, at what level: |  | | Driving license | Yes No | If yes, category: |  |   **3. CONTACT DETAILS**   |  |  |  |  | | --- | --- | --- | --- | | **Home country address** | | | | | Street | | | Zip/postal Code | | Town/city | County/state/province | | Country | | Telephone no. | Mobile no. | Email address | | | **Alternative/current contact details** | | | | | Street | | | Zip/postal code | | Town/city | County/state/province | | Country | | Telephone no. | Mobile no. | Email address | |   **4. EDUCATION AND PROFESSIONAL TRAINING**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **University education or equivalent** | | | Attended (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** | | | | | | Name institution / place and country | Degrees/qualifications obtained  (Title of qualification awarded) | Main course/field of study | From: | To: | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **Civilian crisis management courses** | | | | | | Name institution | Place and country | Course title | From: | To: | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **Hostile Environment Security Training or e-Hest** | | | | | | Name institution | Place and country | Course title | From: | To: | |  |  |  |  |  | |  |  |  |  |  | |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Current/most recent position** | | | | Current position: Yes  No | | | |
| Organisation | Place and country | | Job title | | | Date (mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): | | | | | | | |
| Supervisor’s name: | | Email: | | | Phone No.: | | |
| **Previous position** (**1)** (only positions longer than 6 months) | | | | | | | |
| Organisation | Place and country | | Job title | | | Date (mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): | | | | | | | |
| Supervisor’s name: | | Email: | | | Phone No.: | | |
| **Previous position (2)** (only positions longer than 6 months) | | | | | | | |
| Organisation | Place and country | | Job title | | | Date (mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): | | | | | | | |
| Supervisor’s name: | | Email: | | | Phone No.: | | |
| **Previous position (3)** (only positons longer than 6 months) | | | | | | | |
| Organisation | Place and country | | Job title | | | Date (mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised): | | | | | | | |
| Supervisor’s name: | | Email: | | | Phone No.: | | |
| **Other previous positions and positions shorter than 6 months** | | | | | | | |
| Organisation | Place and country | | Job title | | | Date (mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
|  |  | |  | | |  |  |
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**6. OTHER SKILLS**

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

C1, C2 = Proficient; B1, B2 = Independent User; A1, A2 = Basic User

(\*) [Common European Framework of References for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

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

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

**7. 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. |
|  |

**8. FINAL QUESTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Please read and answer carefully all questions | | | |
| Do you have any objections to our making enquires of your employers? | | | Yes No |
| Do you have any chronic health problems, disabilities or other medical conditions that would limit your physical activity? | | | Yes No |
| Are you regularly taking any medication? | | | Yes No |
| Is any relative of yours, to the best of your knowledge, working in (Name of the Mission) | | | Yes No |
| Is any relative of yours, to the best of your knowledge, applying to this Call for Contributions? | | | Yes No |
| Have you ever been convicted or sentenced in any criminal proceedings (excluding minor traffic violations)? | | | 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 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.

**Please submit the completed form as an MS Word Document**