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| **REFERENCE NUMBER:**  ***(to be introduced by the Agency)*** | **eu-LISA/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**STANDARD APPLICATION FORM**

[all the required fields shall be filled in **electronically** **in English**]

**PERSONAL DATA[[1]](#footnote-1):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Surname:** | |  | | **First name:** |  | |
|  | | | | | |
| **Gender:** | | □ **MALE** | □ **FEMALE** |  | | |
|  | | | | | |
| **Citizenship:** | |  | | **Date of birth:** |  | |
|  | | | | | |
| **Address:** |  | | | **Telephone number:** |  | |
|  | | | | | | |
| **E-mail:** |  | | | | | |
|  | | | | | | |

**POSITION YOU APPLY FOR:**

|  |  |  |
| --- | --- | --- |
| **Position** | **Category** | **Please mark your choice** |
|  |  | □ |

**PROFESSIONAL EXPERIENCE:**

**Note: Starting with your present post, list in reverse order your previous employment. Copy sections if necessary.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time ** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time ** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time ** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time ** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates (DD/MM/YYYY)** | **FROM:** |  | **TO:** |  | | **TOTAL:** | **(years, month)** |
| **Name and address of employer** |  | | | | | | |
| **Workload** | **Full time ** | | | | **Part time  (………..% )** | | |
| **Type of business or sector** |  | | | | | | |
| **Occupation or position held** |  | | | | | | |
| **Main activities and responsibilities** |  | | | | | | |
| **Reason for leaving *(optional)*** |  | | | | | | |

**EDUCATION AND TRAINING:**

**[Examples of required diplomas](C:\\Users\\knopkli\\AppData\\Local\\Microsoft\\Windows\\Temporary Internet Files\\Content.Outlook\\TAUFTAUD\\Examples of diplomas.pdf)**

**Note: Copy sections if necessary.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **a. University Education or Equivalent** | | | | | | |
| **Dates (mm/yy)** | **FROM:** |  | **TO:** |  | **TOTAL:** | **(years, month)** |
| **Full name and type of institution providing education and training *(both in English and original version)*** |  | | | | | |
| **Principal subjects/occupational skills covered** |  | | | | | |
| **Diplomas or certificates obtained *(both in English and original version)*** |  | | | | | |
| **)** | | | | | | |
| **b. Secondary and higher education** | | | | | | |
| **Dates (mm/yy)** | **FROM:** |  | **TO:** |  | **TOTAL:** | **(years, month)** |
| **Full name and type of institution providing education and training *(both in English and original version)*** |  | | | | | |
| **Principal subjects/occupational skills covered** |  | | | | | |
| **Diplomas or certificates obtained *(both in English and original version)*** |  | | | | | |
|  | | | | | | |
| **c. Other education/Training received** | | | | | | |
| **Dates (mm/yy)** | **FROM:** |  | **TO:** |  | **TOTAL:** | **(years, month)** |
| **Full name and type of institution providing education and training *(both in English and original version)*** |  | | | | | |
| **Principal subjects/occupational skills covered** |  | | | | | |
| **Diplomas or certificates obtained *(both in English and original version)*** |  | | | | | |

**KNOWLEDGE OF LANGUAGES:**

[**Please use the self assessment grid here:**](file:///C:/Users/knopkli/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/TAUFTAUD/Self-assesment%20language%20grid.pdf)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Language** | **Mother tongue** | **C2** | **C1** | **B2** | **B1** | **A2** | **A1** |
|  |  |  |  |  |  |  |  |
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**SKILLS AND COMPETENCES:**

|  |  |
| --- | --- |
| **IT skills** |  |
| **Organizational skills** |  |
| **Communication/interpersonal skills** |  |
| **Other relevant skills** |  |

**REFERENCES:**

**Please give us the name and contact details of at least two most recent professional references (persons, not relatives, preferably your direct superiors) who may be contacted to provide references.**

**Please note that we may contact the listed persons only after your authorization and in case of sending the job offer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  |  |  |
| **Telephone number** |  |  |  |
| **E-mail address** |  |  |  |
| **Relationship** |  |  |  |

**MOTIVATION LETTER:**

**Note: Please justify your application by giving any additional information.**

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**AVAILABILITY:**

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| --- | --- |
| **Please indicate your availability date:** |  |

**DECLARATION:**

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| --- |
| I, the undersigned, declare that the information provided above is, to the best of my knowledge, true and complete.  I further declare that:   * I am a national of a member state of the European Union or Schengen associated country. * I have not been deprived of my civic rights. * I have complied with the provisions of all military recruitment laws applicable to me. * I undertake to submit, as soon as requested, any documents in support of the above statements and declarations. * I realise that any false statement or omission, even if unintended on my part, may lead to the cancellation of my application or may render my appointment liable to termination. * I am willing to undergo the prescribed medical examination prior to appointment and to provide a sworn affidavit to the effect that I have no criminal record.   Finally, I declare my commitment to act independently in the Agency’s interest and I have no interests that might be considered prejudicial to my independence. |

**QUESTIONAIRE:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Do you have at least 3 years` long full time working experience of IT administrative, legal, scientific, technical, advisory or supervisory functions? | Yes | No |
| 2 | Do you have at least one year of proven professional experience in the operational management of large-scale IT systems in the area of freedom, security and justice at EU level? | Yes | No |
| 3 | Do you have at least one year of experience in working with Oracle databases? | Yes | No |
| 4 | Do you have at least one year of experience of working with Unix? | Yes | No |
| 5 | Do you have working experience in ITIL processes (at least v2, preferably v3)? | Yes | No |

**1. Have you ever applied for any other post within the Agency? If yes, please indicate for which one.**

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**2. Have you ever been security screened? If yes, could you please indicate when it was and when it will expire?**

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| --- |
|  |
|  |

**3. Where did you find the information about the vacant position you are applying for?**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **(Date)** | **(Signature - handwritten)** |
|  |  |

**do not attach any other supporting documents**

**at this stage!**

1. The eu-LISA ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8). eu-LISA will not return applications to applicants.

   All applicants may exercise their right of access to and right to rectify personal data. In the case of identification data, applicants can rectify those data at any time during the procedure.

   In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of candidatures' submission. Substantiated requests should be e-mailed to the Human resources and Training Unit at [eulisa-SNEPOSTING@eulisa.europa.eu](mailto:eulisa-SNEPOSTING@eulisa.europa.eu). Applicants may have recourse at any time to eu-LISA´s Data Protection Officer [dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu) or directly to the European Data Protection Supervisor [edps@edps.europa.eu](mailto:edps@edps.europa.eu). [↑](#footnote-ref-1)