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***For further reference, please consult the vacancy notice on the*** [***Eurojust website***](http://eurojust.europa.eu/)

The Recruitment Office verifies the following requirements and criteria on the basis of the information you provide in the application form:

* **Formal requirements:** submission of application form within the deadline, stating the reference number of the vacancy notice AND the title of the position, both in the application form AND in the subject line of the e-mail;
* **Eligibility criteria:** as outlined in the vacancy notice;
* **Qualifications and experience required:** as outlined in the vacancy notice.

Failure to comply with all of the above will result in disqualification.

The Selection Board decides which candidates are eligible and who will be invited to attend an interview.

**Processing of personal data**

The purpose of processing the data you submit is to manage your application with a view to possible selection and recruitment at EUROJUST. Your data will in no case be transmitted to any third party. Any data you provide will be treated in the strictest confidence and with high standards of security.

All documents you provide to Eurojust during any selection procedure will be kept in Eurojust's files and will not be returned to you. Your documents will only be kept for as long as necessary to fulfil the mandatory requirements of existing auditing/control procedures applicable to EUROJUST.

The Head of the HR Unit of EUROJUST acts as the controller of such data, which will be collected and processed in full compliance with all applicable data protection regulations and,in particular, with the rules on the protection and processing of personal data at Eurojust (OJ C 68/1, 19.3.2005). The rights of information, access, correction, blocking and deletion of personal data are guaranteed under these rules.

**Closing date**

**Closing dates for selection procedures are strictly applied.** Your application must be completed and sent to [**applications@eurojust.europa.eu**](mailto:applications@eurojust.europa.eu%20) (as indicated in the vacancy notice) by midnight CET on the closing date. **You must state the reference number of the vacancy notice and title of the position in the subject line of the e-mail.** To avoid overloads/delays in e-mail traffic, we strongly advise that you do not wait until the last moment to send your application.

**Note to applicants**

When submitting your application, please ensure you **indicate the reference number of the vacancy notice and title of the position CLEARLY in the subject line of the e-mail.**

**Application for the post of: Reference:**

XX/EJ/XX

**1) Surname:**

**First name(s):**

**Gender:**

**2) Address:**

**Postcode:**

**City:**

**Country:**

**Mobile phone no.:**

**Telephone no.:**

**E-mail address:**

(recommended format: dd-mm-yy)

**3) Date of birth: Age:**

**Place of birth:**

**Nationality:**

**Please indicate how you found out about this vacancy:**

1. **EUROJUST website:**
2. **EPSO website:**
3. **OTHER (Please specify):**

**4) EDUCATION and TRAINING (in reverse chronological order)**

**Secondary education (Indicate schools attended)**

*Please indicate ONLY those studies for which a certificate or diploma has been obtained.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From**  *(dd-mm-yy)* | **To**  *(dd-mm-yy)* | **Full-time** *or*  **Part-time** | **Name of school/**  **institution** | **Title of qualification in original**  **language and English translation** |
|  |  |  |  |  |
|  |  |  |  |  |

**Insert new row (if necessary)**

**Post-Secondary education (Indicate colleges or other relevant institutions attended)**

*Please indicate ONLY those studies for which a certificate or diploma has been obtained.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From**  *(dd-mm-yy)* | **To**  *(dd-mm-yy)* | **Full-time** *or*  **Part-time** | **Name of institution** | **Title of qualification in original**  **language and English translation** |
|  |  |  |  |  |
|  |  |  |  |  |

**Insert new row (if necessary)**

**University education and/or post-graduate studies**

*Please indicate ONLY those studies for which a certificate or diploma has been obtained.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From**  *(dd-mm-yy)* | **To**  *(dd-mm-yy)* | **Full-time** *or*  **Part-time** | **Name of university/**  **institution** | **Title of qualification in original**  **language and English translation**  *(e.g. Bachelor's; Master's; PhD)* |
|  |  |  |  |  |
|  |  |  |  |  |

**Insert new row (if necessary)**

**Training (only if relevant to the post)**

*Please indicate ONLY those studies for which a certificate or diploma has been obtained.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From**  *(dd-mm-yy)* | **To**  *(dd-mm-yy)* | **Full-time** *or*  **Part-time** | **Name of institution / provider** | **Title of qualification in original**  **language and English translation** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Insert new row (if necessary)**

**5) LANGUAGE SKILLS**

*Please list languages in order of fluency*

|  |  |  |  |
| --- | --- | --- | --- |
| **Mother Tongue(s)** |  | | |
| **Other Languages** | **\*Written** | **\*Spoken** | **\*Understanding** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Insert new row (if necessary)**

**\*Proficient (C1/C2) / Independent (B1/B2) / Basic user (A1/ A2).** *Please consult the Common European**Framework of Reference (CEFR) table at the end of this application form*

**6) COMPUTER SKILLS**

*List programs, e.g. Word, Excel, Access, PowerPoint, Outlook and any other software/ applications*

|  |  |
| --- | --- |
| **Software / Applications** | **Level of competence *(basic, good or excellent)*** |
|  |  |
|  |  |
|  |  |

**Insert new row (if necessary)**

**7) PRESENT / PREVIOUS EMPLOYMENT *(in reverse chronological order)***

**For each job, please indicate if you have worked full-time (FT) or part-time (PT).**

**Specify the amount of weekly working hours for part-time jobs.**

**Full time overlapping periods will only be taken into account once.**

**Please only mention jobs for which you can provide certification of the period worked *(i.e. contract, social security contributions, work history issued by an official entity, etc.)*, and include also military service *(or alternative civil service)*.**

|  |  |
| --- | --- |
| **PRESENT OR MOST RECENT EMPLOYMENT** | |
| Name and address of employer |  |
| Employed from *(day, month, year)* |  |
| Employed to *(day, month, year)* |  |
| Full-time */* Part-time *(specify hours/week)* |  |
| Job title |  |
| Place of work |  |
| Description of the main activities, duties and responsibilities *(It is required that you introduce relevant and concrete examples describing your activities in this position.)* |  |
| Number of staff and total budget under your responsibility (where applicable) |  |
| May we contact your present employer if necessary? |  |
| Period of notice required to leave your present position |  |

| **PREVIOUS EMPLOYMENT** | |
| --- | --- |
| Name and address of employer |  |
| Employed from *(day, month, year)* |  |
| Employed to *(day, month, year)* |  |
| Full-time / Part-time *(specify hours/week)* |  |
| Job title |  |
| Place of work |  |
| Description of the main activities, duties and responsibilities *(It is required that you introduce relevant and concrete examples describing your activities in this position.)* |  |
| Number of staff and total budget under your responsibility (where applicable) |  |
| Reasons for leaving |  |

**Insert new table (if necessary)**

**… years and … months**

**Total number of years / months of proven working experience:**

**8) MOTIVATION LETTER**

**You are requested to provide your motivation for applying for the position and provide concrete examples of how your knowledge, experience, skills and abilities meet the requirements listed in the selection criteria in the vacancy notice.**

|  |
| --- |
| **(Please note that this is an expandable text field, which will adjust to any amount of text added)** |

**9) REFERENCES**

**Please provide us with the names of a minimum of two references whom we can contact, one of whom must be from your current/ most recent job. One of these references must be a direct supervisor.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name | Telephone and e-mail address | Company and Job Title | Do we need your prior consent? | |
|  |  |  | No | Yes |
|  |  |  | No | Yes |
|  |  |  | No | Yes |

**Declaration of Honour**

I understand and accept that EUROJUST requires the highest level of personal integrity from all its officers and staff.

If I am successful in the selection procedure, I agree that the information provided in this application form can be used for security screening. Security screening will be carried out at various levels according to the tasks to be performed. For this purpose, I am aware that Eurojust will require me to sign a pre-screening self-declaration. If the National Security Agency of my state of nationality issues a negative national security screening opinion at the appropriate level after the signature of my contract of employment, I am also aware that Eurojust has the right to terminate the contract.

I declare on my word of honour that the information provided above is true and that I am aware that any incorrect statements may invalidate my application.

I further declare on my word of honour that I have fulfilled any obligations imposed on me by laws concerning military service.

I understand and accept that my application may be disqualified or rejected in the event of:

* failing to comply with any formal requirement stated in this application form and/or in the related vacancy notice;
* failing to supply the supporting documents requested following this application and/or in the related vacancy notice.

I understand that if it is subsequently discovered that any statement I have made is false or misleading or I have withheld relevant information, my application (or appointment) may be disqualified according to the rules laid down in the Staff Regulations.

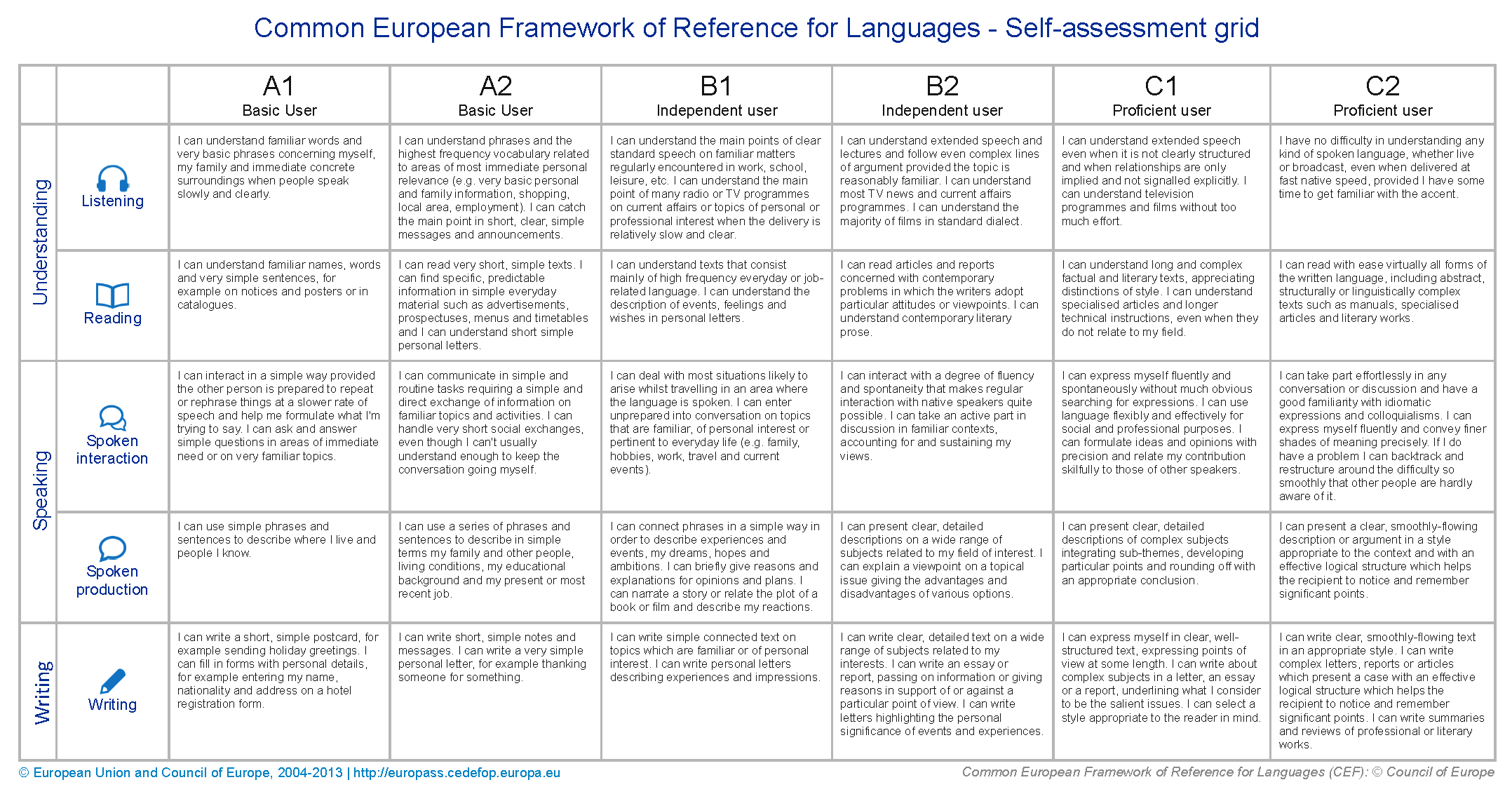
**Name of applicant:**

**Date:**

**Signature on date of interview:**

**Submit application (this will open a separate window)**

|  |
| --- |
| **THE INFORMATION YOU PROVIDE IN ALL HR FORMS WILL ONLY BE PROCESSED FOR THE PURPOSE FOR WHICH THE FORM IS INTENDED, I.E. THE DETERMINATION OF RIGHTS UNDER THE STAFF REGULATIONS, AND WILL ONLY BE ACCESSED BY THOSE WHO NEED TO DO SO FOR THIS PURPOSE. YOUR PERSONAL DATA WILL BE PROCESSED BY THE HR UNIT OF EUROJUST (THE DATA CONTROLLER). IF YOU WISH TO EXERCISE YOUR RIGHTS AS A DATA-SUBJECT TO ACCESS, CORRECT, BLOCK OR DELETE YOUR PERSONAL DATA, AS DEFINED IN THE DATA PROTECTION RULES OF EUROJUST (OJ C 68, 19.3.2005), PLEASE CONTACT THE HR UNIT. YOU ALSO HAVE THE RIGHT TO PUT FORWARD REQUESTS FOR INFORMATION, ENQUIRIES OR CLAIMS FOR AN ALLEGED BREACH OF THE DATA PROTECTION RULES OF EUROJUST TO THE DATA PROTECTION OFFICER.** |

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