

# EUROPEAN EXTERNAL ACTION SERVICE



## Application form for EULEX KOSOVO CfC 1-2025 CONFIDENTIAL ONCE FILLED IN

(to be sent by e-mail to [CIVOPSHQ-HR-EULEX-KOSOVO@eeas.europa.eu](mailto:CIVOPSHQ-HR-EULEX-KOSOVO@eeas.europa.eu) for seconded candidates  
[HumanResources@eulex-kosovo.eu](mailto:HumanResources@eulex-kosovo.eu) for contracted candidates)

### 1. NOMINATION DETAILS

<b>Post N°/title (specify the vacancy reference, compulsory)</b>	<b>Applicable status regime</b>
First priority:	<b>Seconded</b> status: <input type="checkbox"/>
Second priority:	
Third priority:	
Do you have any objections to our providing feedback to your national authorities in case of non-selection? <input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No	<b>Contracted</b> status: <input type="checkbox"/>  Would you accept a contract of employment 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
Are you willing to serve in the Mission in a position other than those specified above? <input type="checkbox"/> Yes, <input type="checkbox"/> No	
Are you willing to serve in another Mission than the one you are now applying for? <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	

### 2. PERSONAL DATA

First name		Last name	
Birth date		Country of birth	
Passport N°		Gender	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?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	If yes, please specify your Military rank:	
Are you a Civilian expert?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	If yes, please specify your profession:	
Security clearance			
Driving licence			
Are you currently working	<input type="checkbox"/> Yes, <input type="checkbox"/> No	If yes, specify mission name:	

for any CSDP missions?			
Have you previously worked for any CSDP mission?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	If yes, specify mission name:	

### 3. CONTACT DETAILS

<b>Contact details (1)</b>		Home address & Current address <input checked="" type="checkbox"/>	
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)

<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):				
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; 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

<p>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.</p>

## 9. FINAL QUESTIONS

Please read and answer carefully all questions		
Do you agree that the EEAS or the Mission you are applying to make enquires about your performance at your former employer(s)?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
If have previously worked in another civilian CSDP Mission, do you agree that your application form may be shared with your former employer when making enquiries about your performance?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
If you are currently working in a CSDP Mission or have worked in a CSDP Mission, do you agree that your last two PER (Performance Evaluation Reports) are shared with the Civilian Operations Headquarters and/or the Mission?	<input type="checkbox"/> Yes, <input type="checkbox"/> 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 Mission you apply for or any other CSDP Mission?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
If you responded "yes" to the last question, please provide details:		
Have you ever been convicted in any criminal proceeding?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
Has any disciplinary sanction ever been imposed on you?	<input type="checkbox"/> Yes, <input type="checkbox"/> 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: <input type="checkbox"/> Yes, <input type="checkbox"/> No	
Place	Date	Signature (typed full name is sufficient)

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 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.

If you are selected, before you receive the final job offer, you will be required to certify that you are medically fit for the specific post. This entails complying with civilian CSDP Missions' medical requirements, and might include, for certain security and/or armed positions, a mandatory psychological assessment and drug screening.

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.