**INSTRUCTIONS**:

**Seconded Candidates**: Candidates who wish to be considered as seconded should submit their application forms to their respective national authorities for their approval. Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms to the following email only, and not any other addresses: schr@eeas.europa.eu.

**Contracted Candidates**: Candidates who wish to apply as contracted should submit their application forms directly to the following email only, and not any other addresses: applications@scp-ks.org.

**Application form for Kosovo Specialist Chambers and Specialist Prosecutor’s Office**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. NOMINATION DETAILS (indicate positions and status regime applied for)**

|  |  |
| --- | --- |
| **Post no/title (specify the vacancy reference no, compulsory)** | **Applicable status regime** |
| First priority:       | **Seconded** status: Do you have any objections to us providing feedback to your national authorities in case of non-selection?  Yes  No |
| Second priority:       |
| Third priority:       |
| Are you willing to serve in the Kosovo Specialist Chambers and Specialist Prosecutor’s Office in a position other than those specified above?  Yes  No | **Contracted** status: Would you accept a contract of employment for less than six (6) months?  Yes  NoIf 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 |

**2. PERSONAL DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name |       | First name |       |
| Birth date | (dd/mm/yyyy)       | Country of birth |       |
| Passport N° |       | 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 licence |  Yes  No | If yes, category |       |
| Do you work in a CSDP Mission? |  Yes  No | If yes, please specify |       |
| Did you previously work in a CSDP Mission? |  Yes  No | If yes, please specify |       |

**3. CONTACT DETAILS**

|  |
| --- |
| **Home country address** |
| Street       | Zip/postal code       |
| Town/city       | County/state/province       | Country       |
| Telephone N°       | Mobile N°       | E-mail address       |
| **Alternative/current contact details** |
| 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** |
| 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 (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:       | E-mail:       | Phone N°:       |
| **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°:       |
| **Other previous positions and positions shorter than 6 months** |
| Organisation | Place and country | Job title | Date (dd/mm/yyyy) |
|  |  |  | From: | To: |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**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/these position(s). Add any other information that might be relevant to your application, including skills, knowledge and experience.  |
|       |

**8. FINAL QUESTIONS**

|  |
| --- |
| Please read and answer carefully all questions |
| Do you have any objections to our making enquires at your employer(s)? |  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 the Kosovo Specialist Chambers and Specialist Prosecutor’s Office?  |  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 are currently working in a CSDP Mission or have worked in a CSDP Mission, do you have any objections against transmitting your last PER (Performance Evaluation Report) to CPCC and/or to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office upon request? |  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 Kosovo Specialist Chambers and Specialist Prosecutor’s Office. | 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 in MS Word format.**