**APPLICATION FORM**

**Selection: Data Protection Officer – Temporary Agent [AD 7 – AD 12]**

**Reference: AMLA/TA/2024/05**

**Personal Information**

|  |  |
| --- | --- |
| SURNAME (family name) |  |
| FORENAME (given name) |  |
| Nationality |  |
| Gender |  |
| Date of birth |  |

**Contact Details**

|  |  |
| --- | --- |
| Address (Street / number / post code / city / country) |  |
| Phone number |  |
| E-mail address (to be used for communication) |  |

**Eligibility criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | I work in an EU decentralised agency, in an EU executive agency or in an EU joint undertaking as a Temporary Agent 2(f) and I am employed in a function group and grade corresponding to the bracket [AD 7 – AD 12]. | YES[ ]  | NO[ ]  |
| 2 | If you answered question N° 1 with YES, please indicate your current grade. | AD ….. |

Please proceed to the following section only if you have answered **YES** to the question N°1.

**Selection criteria**

**Essential criteria**

|  |  |  |
| --- | --- | --- |
| I have proven experience of at least 6 years in similar tasks/responsibilities as required by the role as described under “CANDIDATE PROFILE” in the VACANCY NOTICE. | YES[ ]  | NO[ ]  |
| *Please describe related experience / tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

|  |  |  |
| --- | --- | --- |
| I have expertise in national and European data protection law, including in-depth knowledge of the GDPR. | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

|  |  |  |
| --- | --- | --- |
| I have direct experience in the application of data protection provisions in an EU institution or body. Good understanding of an agency’s organisation’s technical and organisational structure and sound knowledge of their administrative rules and procedures. | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

|  |  |  |
| --- | --- | --- |
| I have a good experience in drafting/participating to the elaboration of data protection notices in various fields of activity (HR/Procurement/IT etc.). | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

|  |  |  |
| --- | --- | --- |
| I am able to work in a team as well independently, under pressure, with a good sense of prioritisation. | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

|  |  |  |
| --- | --- | --- |
| I am able to get acquainted rapidly with files of different nature (administrative, legal, financial). | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

|  |  |  |
| --- | --- | --- |
| I have an excellent client/service orientation and a sense of respect and cooperation. | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

**Advantageous criteria**

|  |  |  |
| --- | --- | --- |
| I am familiar with information technologies and data security. | YES[ ]  | NO[ ]  |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum).* |
| [type here] |

**Education**

|  |
| --- |
| **Provide information about your educational background** |
| 1 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 2 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 3 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |

Should you need more space to provide information on your educational background, please feel free to copy the input fields to expand the table.

**Professional Experience**

|  |
| --- |
| **Provide information about your previous work experience** |
| 1 | Period (start-end date) Calculated length (X years, Y months) |  |
| Name of organization  |  |
| Job title / position held  |  |
| Main activities |  |

|  |
| --- |
| **Provide information about your previous work experience** |
| 2 | Period (start-end date) Calculated length (X years, Y months) |  |
| Name of organization  |  |
| Job title / position held  |  |
| Main activities |  |

|  |
| --- |
| **Provide information about your previous work experience** |
| 3 | Period (start-end date) Calculated length (X years, Y months) |  |
| Name of organization  |  |
| Job title / position held  |  |
| Main activities |  |

Should you need more space to provide information on your professional experience, please feel free to copy the input fields to expand the table.

**Knowledge of languages[[1]](#footnote-1)**

|  |  |
| --- | --- |
| **EU Language** | **My level of language proficiency** |
| **Understanding (Listening + Reading)** | **Speaking** | **Writing** |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |

**References**

|  |
| --- |
| **Person to provide professional reference on my skills, competences, achievements, and conduct** |
|  |
| Forename and Surname |  |
| Role (*superior*) |  |
| Institution / Company |  |
| E-mail contact |  |
| Phone number |  |

**Motivation**

|  |
| --- |
| **Motivation statement** |
| This page provides you with an opportunity to explain your application – why do you think you fit the position and **why would you like to work at AMLA** – by including any additional information not mentioned in previous sections. (500 words maximum) |
| [type here] |

1. Language levels of the Common European Framework of Reference: <https://europass.europa.eu/en/common-european-framework-reference-language-skills> [↑](#footnote-ref-1)