

# European Union Mission in Armenia

## Application Form for 1 - 2023 Call for Applications

### 1. NOMINATION DETAILS

<b>Post N°/title (specify the vacancy reference number, compulsory)</b>

### 2. PERSONAL DATA

First name		Last name	
Birth date (dd/mm/yyyy)		Country of birth	
ID 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	Police Officer Rank	
Are you currently or have you been a Military Officer?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Military Officer Rank	
Are you a Civilian expert?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Civilian	
Security clearance			
Driving licence			

### 3. CONTACT DETAILS

Contact details (1)		Home address & Current address <input type="checkbox"/>
Street:		Postal Code:
Town/city:	County/state/province:	Country:
Telephone N°:	Mobile N°:	E-mail address:

**4. EDUCATION AND PROFESSIONAL TRAINING** (in reverse chronological order)

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:

**5. EMPLOYMENT RECORD** (in reverse chronological order)

Current/most recent position			Current position: <input type="checkbox"/> Yes, <input type="checkbox"/> No	
Organisation	Place and country	Job title	Date (dd/mm/yyyy)	
			From:	To:
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°:
<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: N/A		E-mail: dgpi@mai.gov.ro		Phone N°: N/A
<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>Previous position ( 5 )</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 ( 6 )</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	C	Web browsing	C	Presentations	C
Spreadsheets	C	Financial software	N/A	Project management	A

C = Proficient User; B = Independent User; A = Basic User; N/A

## 8. MOTIVATION AND ADDITIONAL INFORMATION

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.

## 9. FINAL QUESTIONS

Please read and answer carefully all questions		
How quickly would you be available for deployment in case of a job offer?		
Do you agree that the Mission to make enquires about your performance at your former employer(s)?		<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 has already been working in the Mission?		<input type="checkbox"/> Yes, <input type="checkbox"/> No
Details must be provided if the last question is answered "Yes"		
How did you find out about this Call for Contributions?		
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)

If selected, 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 the Mission 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.

With reference to the Call for Applications, please be reminded that physical and mental health are general conditions and considered as essential requirement of the selection to all positions of European Union Mission in Armenia. Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Area of Operations of the Mission. If you are selected, before receiving the final job offer, you will be required to certify being medically fit for the specific post. This entails complying with medical procedure

that includes health check and might include, for certain positions, a mandatory psychological assessment and drug screening. Only selected candidate proven to be medically fit to work in the Mission will receive a final job offer. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data.

The Head of Mission reserves the right to reject the deployment of any selected candidates who proves to be medically unfit to work in the Mission.