**Application Form for the CEPOL Exchange Programme**

This application form is the basis for the excellence of the exchange period you are going to participate in. Please make sure you fill in all sections adequately and in detail and send it in a Word version to your National Exchange Coordinator (NEC). We kindly ask you not to fill it in by hand.

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| **1. Personal information** | |
| Title / Rank: |  |
| Family Name: |  |
| First Name: |  |
| Date of Birth: |  |
| Specialisation: |  |
| Mother Tongue: |  |
| Foreign Languages:  (Language and level) |  |
| Name of Organisation: |  |
| Address: |  |
| Postcode: |  |
| City / Town: |  |
| Country: |  |
| Telephone: |  |
| Mobile: |  |
| E-mail: |  |
| Alternate e-mail: |  |

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| **2.** **Exchange preferences**  **Please indicate the segment you would like to participate in and select your preferred categories.**  Throughout all segments, participants can choose only such categories that align with CEPOL thematic areas. Any sub-categories must range under those thematic areas and can be chosen in line with CEPOL’s programme of courses and webinars. Priority shall be given to exchanges in line with the content of the Operational Action Plans in execution of the Policy Cycle. Please describe if the exchange is requested to follow a national/regional operational strategy.  **Please indicate your most preferred categories (up to 3).** | |
| **segment**  *(You are asked to only tick one segment.)* | **Categories**  *(You are asked to only tick maximum 3 categories.)* |
| General Exchange Programme  Senior Law Enforcement Leaders  Trainers  Researchers | ☐ 1 - Serious crime and counter-terrorism  Facilitation of illegal immigration  Trafficking in human beings  Counterfeit goods  Excise fraud  MTIC fraud  Synthetic drugs  Cocaine trafficking  Heroin trafficking  Card fraud  Child Sexual Exploitation  Cyber attacks  Firearms trafficking  Property crimes  ☐ 2 - Public order – policing of major events  ☐ 3 - Planning and command of Union missions  ☐ 4 - Leadership, language development, train the trainers  ☐ 5 - Law enforcement cooperation and information exchange  ☐ 6 - Specific areas and instruments (analysis, forensics, law enforcement techniques, etc.)  ☐ 7 - Fundamental Rights  ☐ 8 - Research and prevention  Please specify three possible sub-categories[[1]](#footnote-1) which must be in line with the thematic area you chose.   1. … 2. … 3. … |
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| **3.** **LAW ENFORCEMENT ORGANISATION**  **Please indicate the law enforcement organisation you applied from.** | |
| Police  Customs  Tax authority  Prosecutor’s office  Border guard  Other (please specify) ………………………………………. | |

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| 1. **Countries**   **Please indicate the country / countries where you would like to go on the exchange.** | | | |
| *Please be aware that you are recommended to indicate your preferred partner country, however, matching will be done by CEPOL in accordance with the available offers.* | | | |
| **Preferred Partner Countries** | | | |
| □Any participating country | | | |
| 1. |  | 3. |  |
| 2. |  | 4. |  |
| **Justification for interest in preferred partner countries** | | | |
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| 1. **Contacts (Pre-match)** |
| **Please indicate whether you have already agreed a mutual exchange with a partner in advance, and if yes, please give contact details of the person. Please note, that in the case of pre-match your counterpart also has to submit an Application form making a reference to you.**  □ No contact (no agreed pre-match)  □ PRE-MATCH (Contacted and agreed in the exchange with the following person):   |  |  |  |  | | --- | --- | --- | --- | | Name of counterpart | Country | Organisation | Contact details | |  |  |  |  | |

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| **6. HOSTING** |
| **Please indicate whether you are prepared to host more than one exchangee and if yes, how many:**  □ Yes, number: ……..  □ No, only one  ***If you are prepared to host more than one exchangee, please indicate whether rather several at one time, or individually:***  □ In a group  □ Individually |

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| 1. **Expectations** |

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| 1. **SUPERVISOR’s consent** |
| I, representative of Exchange Partner …………………..…………………. (name of sending organisation), hereby declare to have taken note of and accepted the terms and conditions set out in the User Guide for Participants of the CEPOL European Law Enforcement Exchange Programme.  In particular, I accept the conditions of travel and accommodation (half board) arrangements to be made by CEPOL and the conditions of hosting as set out in the above mentioned User Guide. I ensure, except if exceptional circumstances make this impossible or excessively difficult, that the Exchangees carry out the tasks expected from them.  I accept the allocation of the Exchangees to hosting institutions as a result of the evaluation of the applications by CEPOL which has been communicated to me in writing.  I declare, that the Applicant is eligible to take part in the programme, and did not benefit from it in the previous three years.   |  |  | | --- | --- | | Details of the **Supervisor** of the Applicant | | | First Name: |  | | Family Name: |  | | Name of Organisation: |  | | Address of Organisation: |  | | Telephone: |  | | E-mail: |  | |



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| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
| [All CV headings are optional. Remove any empty headings.] | |
|  | Replace with house number, street name, city, postcode, country |
| Replace with telephone number  Replace with mobile number |
| State e-mail address |
| State personal website(s) |
| Replace with type of IM service Replace with messaging account(s) |
| Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies |

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| JOB APPLIED FOR  POSITION  PREFERRED JOB  STUDIES APPLIED FOR  personal statement | Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column) |

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| WORK EXPERIENCE |  |

[Add separate entries for each experience. Start from the most recent.]

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| Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, full address and website) |
| * Replace with main activities and responsibilities |
| Business or sector Replace with type of business or sector |

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| EDUCATION AND TRAINING |  |

[Add separate entries for each course. Start from the most recent.]

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| Replace with dates (from - to) | Replace with qualification awarded | Replace with EQF (or other) level if relevant |
| Replace with education or training organisation’s name and locality (if relevant, country) | |
| * Replace with a list of principal subjects covered or skills acquired | |

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| PERSONAL SKILLS |  |

[Remove any headings left empty.]

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| Mother tongue(s) | Replace with mother tongue(s) | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. | | | | |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. | | | | |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) | | | | |

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| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:   * good communication skills gained through my experience as sales manager |
| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:   * leadership (currently responsible for a team of 10 people) |

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| Job-related skills | Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:   * good command of quality control processes (currently responsible for quality audit) | | | | | |
| Digital competence | SELF-ASSESSMENT | | | | |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Levels: Basic user - Independent user - Proficient user  [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) | | | | |
|  | Replace with name of ICT-certificate(s) | | | | |
|  | Replace with your other computer skills. Specify in what context they were acquired. Example:   * good command of office suite (word processor, spread sheet, presentation software) * good command of photo editing software gained as an amateur photographer | | | | |

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| Other skills | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:   * carpentry |

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| Driving licence | Replace with driving licence category/-ies. Example:  B |

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| ADDITIONAL INFORMATION |  |

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| Publications  Presentations  Projects  Conferences  Seminars  Honours and awards  Memberships  References  Citations  Courses  Certifications | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  Example of publication:   * How to write a successful CV, New Associated Publishers, London, 2002.   Example of project:   * Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012). |

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| ANNEXES |  |

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|  | Replace with list of documents annexed to your CV. Examples:   * copies of degrees and qualifications; * testimonial of employment or work placement; * publications or research. |

All personal data collected by the Agency are processed in accordance with the provisions of [Regulation (EC) N° 45/2001](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:EN:NOT) of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

1. It is not always possible to find an exact match for your chosen sub-categories. Therefore, be aware that it is possible that you may be matched with someone within the main thematic area but with a (slightly) different sub-category. [↑](#footnote-ref-1)