

VACANCY NOTICE - CONTRACT STAFF 3(a)

Reference number: RCT-2025-00106

Security Guard

Post (business title):	Security Guard <i>(a reserve list to be created)</i>
Sector/Unit/Division:	Security Unit/Security and Information Management Division
Function group / Grade / Post title:	Contract Staff, FGI, grade 1, step 1 or 2 (based on the length of professional experience)
Location:	Warsaw, Poland ¹
Starting date:	Second quarter 2026 (desired)
Level of Security Clearance:	SECRET UE/EU Secret
Closing date for applications	<u>(MIDDAY) 14 January 2026 at 12:00 h², Warsaw local time</u>

Table of Contents

1.	BACKGROUND	2
2.	SECURITY UNIT	3
3.	DUTIES AND RESPONSIBILITIES LINKED TO THE POST	4
4.	ELIGIBILITY CRITERIA	5
5.	SELECTION CRITERIA	5
6.	EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION	6
7.	SELECTION PROCEDURE	6
8.	APPOINTMENT AND CONDITIONS OF EMPLOYMENT	7
9.	PROTECTION OF PERSONAL DATA	9
10.	REVIEW AND COMPLAINT PROCEDURE	11
11.	APPLICATION PROCEDURE	11

¹ When required, on a temporary and occasional basis, the location can be outside of Warsaw and/or outside of Poland under the rules on missions and authorized travel (Commission Decision C (2017) 5323 final of 27.09.2017 applicable by analogy in Frontex.

² Date of publication: 16 December 2025.

While Frontex selects its new staff based on their merits and without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation, Frontex is a very inclusive workplace that strives to improve the gender and geographical balance³ among its staff to the widest possible extent, as well striving to foster diversity, amongst others, in terms of race, ethnic or social origin, genetic features, language, disability, age, etc. Therefore, female candidates as well as candidates with any diverse background that are fulfilling the selection criteria are strongly encouraged to apply.

Frontex is looking for talented women and men to establish a reserve list of experienced professionals with high level of personal integrity, responsibility, confidentiality, adhering to EU values, the principles of equal opportunities and equal treatment as well as fundamental rights.

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁴. The agency was created on the foundations of the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (established under Council Regulation (EC) No 2007/2004), which has been coordinating operational activities at the EU external border since 2005.

Frontex is located in Warsaw, Poland, and is in the process of significantly increasing the size of its staff to meet its expanding tasks.

The new European Border and Coast Guard Regulation provides for the establishment of a European Border and Coast Guard Standing Corps, which will consist of up to 10,000 operational staff by 2027, and will be deployed along the external land, sea and air borders of the European Union and the Schengen Area.

With the establishment of the Standing Corps - the first European law enforcement uniformed corps - Frontex offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The establishment and operations of the Standing Corps gives rise to various novel legal challenges and risks. The selected candidate will have a chance to significantly contribute to the application of the EU law in this area by developing creative legal solutions in cooperation with internal and external partners.

The Agency's key tasks include:

- Operational and technical assistance to the EU member states at their external borders by coordinating joint border control operations including deployment of vessels, aircraft and other equipment and border and coast guards from EU countries;
- Coordination of border surveillance and law enforcement activities being part of maritime security in cooperation with national authorities and EU agencies such as Europol, EMSA and EFCA;
- Situation monitoring of EU's external borders and risk analysis of all aspects of border and coast guard management, including assessment of the EU Member States' border control authorities' ability to face migratory pressure and different challenges at their external borders;
- Assisting Member States in returning nationals of non-EU countries who do not have the right to remain on the territory of the EU;
- Development of training programmes for European border and coast guards;

³ Under-representation is specifically observed amongst the following nationalities: Austrian, Belgian, Cypriot, Czech, Danish, Dutch, Finnish, French, German, Hungarian, Irish, Italian, Luxembourg, Maltese, Norwegian, Slovak, Slovenian, Swedish, Swiss.

⁴ Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

- Monitoring new technological developments in the field of border control and acting as an interface between research institutions, industry and national border and coast guard authorities;
- Cooperation with EU and international organisations in the area of border and coast guard management, security, and prevention of cross-border crime (including terrorism);
- Assist non-EU countries in the context of technical and operational cooperation on border management including return of non-EU nationals, in the framework of the EU external relations policy.

In all its activities, Frontex enforces actions which are respecting fundamental rights as an overarching component of the European Integrated Border Management.

For more information, please refer to our website: <http://www.frontex.europa.eu>.

2. SECURITY UNIT

The Security Unit (SEC) is led by the Head of Unit who reports to the Director of the Division.

The main tasks and responsibilities of the Security Unit are as follows:

- providing horizontal security services, security analysis, security risk assessments and security advice to internal and external stakeholders, including in field security;
- ensuring correct implementation of security implementing rules, notices, policies and non-operational safety standards;
- assisting the Frontex Security Authority and relevant functions, such as the Frontex Security Officer, by providing recommendations and expertise to support Frontex overall strategy, policies and procedures related to security in compliance with Frontex Security Rules;
- providing assurance of liability and trustworthiness of staff, visitors and contractors via a personnel security management program, performing vetting and background checks for staff;
- ensuring secure handling of EUCI;
- protecting Frontex premises by means of the Frontex guard service;
- supporting VIP visits and external events, such as Management Board meetings, provide driving services and upon request, act as a personal protection officer for the Frontex Executive Management;
- implementing trainings and awareness sessions on security, non-operational safety and handling of EUCI;
- conducting security inquiries under the supervision of the Frontex Security Officer;
- ensuring implementation and execution of the function of Local Informatics Security Officer (LISO) as per relevant security standards;
- developing and implementing business continuity framework including assignment of one of the staff members to the role of the Business Continuity Officer;
- establishing and implementing the Agency crisis management policy, supported by the 24/7 function delivered by the Situational Assessment and Crisis Management Unit;
- addressing security incidents on a 24/7 basis through its own resources or designated third party, in cooperation with the relevant entities;
- supporting in the organisation of the Frontex Security Board, under the supervision of the Frontex Security Officer;
- cooperating with EU agencies and institutions, national and European or international law enforcement or military agencies and organisations and bodies in the field of security;
- managing the service cars operated at the Headquarters.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Duties and responsibilities of Security Guard (when required, on a temporary and occasional basis in locations outside of Warsaw and/or outside of Poland under the rules on missions and authorized travel (Commission Decision C (2017) 5323 final of 27.09.2017 applicable by analogy in Frontex):

- To carry out security and safety related tasks within the Frontex premises and/or temporary locations including but not limited to:
 - a) to maintain visible presence;
 - b) to implement access control;
 - c) to monitor Integrated Security Systems (CCTV, Intruders Detection System, Access Control System and Fire Alarm);
 - d) to patrol the premises;
 - e) to follow Frontex Security Rules, implementing rules and security notices and check if these are being observed;
 - f) to act promptly in medical emergencies and crisis situations.
- To maintain access control, movement in and out of the Frontex premises and/or temporary locations, as follows:
 - a) to ensure access badges are visibly displayed, and only authorized persons are entering the premises and/or temporary locations;
 - b) to ensure visitors are registered and issued with a visitor badge prior allowed to enter the premise and/or temporary locations;
 - c) to identify and report any person on the premises and/or temporary locations without a proper identification;
 - d) to monitor the number of people, present within the premises and/or temporary locations for a case of an emergency;
 - e) to ensure parcels and mail are screened prior entering the premises and/or temporary locations;
 - f) to ensure that no one enters premises and/or temporary locations carrying open or concealed firearms, knives, explosives, or any other type of weapons, except for authorized personnel.
- To patrol the premises and/or temporary locations in order to identify any security and safety breaches, deficiencies in building maintenance operations and fire hazards.
- To report identified threats, hazards, equipment malfunctions and building deficiencies according to the established processes.
- To support VIP visits and external events, such as Management Board Meetings, provide driving services to Frontex Executive Management and on request act as a personal protection officer for the Frontex Executive Management.
- To respond in case of security/safety incidents, breaches of security or emergencies and report immediately to the Line Management.
- To operate the following security equipment:
 - a) X-ray machine;
 - b) Walkthrough and handheld metal detector;
 - c) Explosive detectors;
 - d) Other specialized security equipment.
- Any other duties in the area of competence as assigned by the Line Management.

4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

General/common criteria⁵

1. Be a citizen of one of the Member States of the European Union or the Schengen Associated Countries and enjoy full rights as its citizen.
2. Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.
3. Produce the appropriate character references as to his/her suitability for the performance of his/her duties⁶.
4. Be physically fit to perform his/her duties.
5. Produce evidence of thorough knowledge of one of the languages of the European Union and of satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties (Common European Framework of Reference for Languages: B2 level).

External applicants

Minimum qualifications

Possess a level of education which corresponds to **completed compulsory education** attested by a diploma⁷.

5. SELECTION CRITERIA

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/scored only for shortlisted applicants during interviews (and or tests).

Professional qualifications, competencies and experience required:

1. Sound knowledge and proven professional experience of at least 5 years in the areas mentioned in the job duties in a law enforcement, or intelligence and public or private security organisation, army and/or other organisations engaged in security and crisis management.
2. Experience of at least 3 years in working with (physical) security management and communication systems including ability to monitor and operate a variety of detection devices and equipment simultaneously and to identify suspicious acts utilizing CCTV monitors.
3. Conversant with Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet.
4. Possession of B category driving license.

⁵ Mandatory criteria for the engagement of contract staff as laid down in Article 82(3) of the CEOS.

⁶ Prior to engagement the selected applicant will be required to provide appropriate character references as to his/her suitability for the performance of duties (such as a criminal record certificate or equivalent certificate, not older than six months) as well as a compulsory declaration before engagement in Frontex and a declaration in relation to interests that might be considered prejudicial to his/her independence.

⁷ Diploma recognized by any EU Member State to be at EQF levels 2; only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in EU Member States will be taken into consideration.

Besides, the following attributes would be considered advantageous:

5. Additional professional certificates related to the duties and responsibilities of the post, such as certificates, diplomas or attestations issued by recognised European or National Organizations in the field of: First Aid and medical trauma treatment; X-Ray, metal detector, CCTV, Intrusion Detection, Access Control; Security System Monitoring; Safety, including fire prevention; Close protection; Advanced driver; Explosive Ordonnance Detection (EXO); Counter surveillance detection; CBRN (Chemical, biological, radiological and nuclear incidents prevention).
6. Experience in coercive measures and weapon handling.
7. Experience in guarding Critical National Infrastructure.

Personal qualities and competences:

8. Excellent interpersonal and communication skills (ability to communicate clearly and precisely to different audiences both orally and in writing) in English.
9. Ability and confidence to communicate as well as build and maintain effective working relationships with stakeholders at all levels, internally and externally.
10. Problem solving skills, excellent workload and self-management skills, pro-active and service-oriented approach aimed at delivering quality results in a timely and efficient manner.
11. Professional and ethical behaviour, ability to act with tact and discretion, high commitment, flexibility and adaptability.
12. Ability to act rationally and effectively in crisis, emergency, stressful and/or other complex situations; ability to work under pressure and respond to changes in a rapidly evolving work environment.
13. Ability to work effectively both independently as well as within a diverse team in a multicultural environment (good team-working & team-building skills).

6. EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION

Frontex applies an equal opportunities policy and accepts applications without distinction on grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

Frontex encourages and invites to apply professionals of different backgrounds and origins who want to play an active role in a dynamic team in a multicultural organisation that is contributing to increased European safety.

7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is checked in order to verify whether it meets the eligibility criteria;
- All the eligible applications are evaluated by an appointed Selection Committee based on a combination of certain selection criteria defined in the vacancy notice (some criteria will be assessed/scored only for shortlisted applicants during interviews and/or tests). Certain

selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in two or more steps of the selection procedure;

- Best-qualified applicants who obtain the highest number of points within the application evaluation and who are matching best the evaluated selection criteria will be shortlisted and invited for online competency test. Following the test, only the candidates who achieve the highest test scores and meet the required pass mark will be invited to an interview. The names of the members of the Selection Committee will be disclosed to the applicants invited for the interview. Only shortlisted candidates will be contacted;
- The test and interview will be conducted in English;
- During the interviews and tests, the Selection Committee will examine the profiles of shortlisted applicants and assess their relevance for the post in question. Certain selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in two or more steps of the selection procedure. At least one part of the qualifying written test will be assessed based on anonymised answers;
- As a result of the interview and test, the Selection Committee will recommend the most suitable applicant(s) for the post in question to the Appointing Authority of Frontex. An additional interview with the Appointing Authority and/or another relevant manager may be arranged before the Appointing Authority takes the final decision.
- Suitable applicants will be proposed for a reserve list, which may also be used to fill similar vacant posts depending on the needs of Frontex. This reserve list will be valid for at least 1 year (the validity period may be extended). Applicants should note that the placement on the reserve list does not guarantee an employment offer.

Each interviewed applicant will be notified in writing on outcome of his/her application. **We expect all applicants to adhere to the principles of Professionalism, Respect, Cooperation, Accountability and Care when communicating with us.**

The work and deliberations of the Selection Committee are strictly confidential and any contact of an applicant with its members is absolutely forbidden.

Applicants may be requested to present, at any stage of the selection, documents which will support the information contained in their application form such as originals of their diploma(s), evidence of professional experience clearly indicating the starting, finishing dates and scope of work and workload. Failure to provide such evidence may lead to disqualification of the respective part of the application.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant will be selected and appointed by the Appointing Authority of Frontex.

In order to be engaged, the appointed applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce the appropriate character references as to his/her suitability for the performance of duties (a criminal record certificate or equivalent certificate, not older than six months) and a declaration in relation to interests that might be considered prejudicial to his/her independence;
- Be physically fit to perform the duties⁸.

⁸ Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of Conditions of Employment of Other Servants of the European Communities (OJ L 56, 4.3.1968, p. 10), as lastly amended.

The appointed external applicant will be engaged as contractual staff pursuant to Article 3(a) of the CEOS in function group FGI and grade 1. A contract of employment will be offered for a period of five years, with a probationary period of six months. The contract may be renewed.

The staff member's remuneration consists of a basic salary and allowances. The staff member may be entitled to various allowances, in particular to an expatriation (16 % of basic gross salary) or to a foreign residence allowance (4 % of basic gross salary) - depending on particular situation, and to family allowances (depending on personal situation) such as household allowance, dependent child allowance, pre-school allowance, education allowance.

The final net calculation (amount payable) is as follows:

Function group, grade and step	FGI Step 1
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	1 825 EUR 7 734 PLN
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 82.3 correction coefficient applicable for Poland):	
a) Household allowance	242 EUR 1 024 PLN
b) Expatriation allowance	588 - 591 EUR 2 493 - 2 505 PLN
c) Dependent child allowances for each child	434 EUR 1 838 PLN
d) Preschool allowance	106 EUR 449 PLN
e) Education allowance for each child up to	294 EUR 1 247 PLN

The remuneration is expressed in EUR, after the compulsory deductions set out in the Staff Regulations or in any implementing regulations is weighted by the correction coefficient for Poland (currently 82.3 %). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.2378 PLN/EUR).

The remuneration of the staff members, the correction coefficient and the exchange rate are updated, in principle, annually before the end of each year, with retroactive effect from 1 July, in accordance with Annex XI of the Staff Regulations.

Staff pays an EU tax at source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxes. The rate of the solidarity levy is 6 %.

Staff is entitled to annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted every year to the staff members entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country. In addition, there are on average 18 public holidays days per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

An accredited European School⁹ operates in Warsaw to allow dependent children of all Frontex statutory staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education. The school offers the complete education cycle (from Nursery to Secondary level finishing with the European Baccalaureate exam). Frontex staff children enjoy priority admission to this school, however it may happen that the required class/level is full at the moment of

⁹ More details on the European Schools system available here: [About the Accredited European Schools \(eursc.eu\)](https://eursc.eu).

admission and the school cannot enrol the child. In such a case, education allowance may be granted up to a single ceiling provided that an enrolment took place at another fee-paying school. The admission process is exclusively being handled by the school and it's subject to school's internal policies¹⁰; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information¹¹.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities¹² in 2017, the Polish authorities may provide benefits to Frontex expatriate staff¹³, which are available after starting the employment at Frontex, and after certain eligibility criteria are met:

- (a) reimbursement of VAT on purchases of household goods and furniture to assist a newcomer to settle in Warsaw;
- (b) reimbursement of VAT and excise tax (if applicable) on a purchase of a motor-vehicle.

Frontex being a knowledge-based organization acknowledges the importance of training provided to its staff. Frontex provides general and technical nature training as well as professional development opportunities that are discussed annually during the staff performance appraisal.

Throughout the period of service staff is a member of the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and after reaching the pensionable age of 66 years. Pension rights acquired in one or more national schemes before starting to work at Frontex may be transferred into the EU pension system.

Staff is covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, the risk of occupational disease and accident as well as entitled under certain conditions to a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance.

For further information on working conditions please refer to the Staff Regulations and the CEOS.

Frontex requires selected candidates to undergo a vetting procedure executed by the National Security Authority of the candidates' state of citizenship in order to obtain a personnel security clearance. The level of the latter depends on the specific post/position. For this post, the **required level of clearance is specified on the title page of the Vacancy Notice**. Candidates who currently hold a valid personnel security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from their respective National Security Authority. The National Security Authority of the candidate shall provide Frontex, with an opinion or a personnel security clearance in accordance with relevant national legislation. In case selected candidates do not currently hold a valid security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the candidates' state of citizenship. In case of a failure to obtain the required personnel security clearance or if the National Security Agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment Frontex has the right to terminate the contract of employment.

9. PROTECTION OF PERSONAL DATA

Frontex ensures that applicants' personal data are processed in accordance with Article 5(1)(a) of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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.

Please note that Frontex will not return applications to applicants. This is due, in particular, to the confidentiality and security of such data.

¹⁰ E.g. the school may require the pupil concerned to set language competency exams, etc.

¹¹ You may find contact details by accessing: [International European School*Warsaw](#)

¹² Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

¹³ Polish citizens and permanent residence holders are excluded.

The legal basis for the selection procedures of contract staff is defined in the CEOS¹⁴, in the Management Board Decision No 39/2021¹⁵ and in the Decision of the Executive Director No R-ED-2024-106¹⁶.

The purpose of processing personal data is to enable to properly carry out selection procedures.

The selection procedure is conducted under the responsibility of the Human Resources Unit, within the Human Resources and Corporate Services Division of Frontex. The controller for personal data protection purposes is Frontex, the responsible Unit being the Human Resources Unit.

The information provided by applicants will be accessible to strictly limited number of staff in Human Resources, to the Selection Committee members and to Frontex management. If necessary, it will be provided to the staff of Legal Services and Procurement Unit, Inspection and Control Office, external parties directly involved in the selection process or to respective experts in ICT (in case of technical issues with the application). For the purposes of safeguarding the financial interests of the Union, your personal data may be processed by the Frontex Internal Audit Capability, the Internal Audit Service of the European Commission, the European Court of Auditors, the Financial Irregularities Panel and/or the European Anti-Fraud Office (OLAF).

There will be no automated decision making or profiling upon applicants' data.

No data is transferred to a third country or international organisation.

Processing begins on the date of receipt of the application. Data storage policy is as follows:

- For applications received from not-selected applicants: the data are filed and stored in archives for **5 years** and after this time the data are destroyed;
- For applicants placed on a reserve list but not recruited: the data are kept for the period of validity of **the reserve list** and after this time the data are destroyed;
- For recruited applicants: the data are kept for a period of **10 years** after the termination of employment and after this time the data are destroyed.

Applicants have the right to request access to and rectification or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to data portability. In case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the eligibility or selection criteria, the right of rectification can only be exercised by submitting/uploading a new application and it cannot be exercised after the closing date for submission of applications. Withdrawal of a consent to such data processing operations would result in exclusion of the candidate from the recruitment and from the selection procedure.

Should an applicant have any query concerning the processing of his/her personal data and has substantiated request, he/she shall address them to the HR Unit at jobs@frontex.europa.eu or Frontex Data Protection Officer at dataprotectionoffice@frontex.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

¹⁴ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

¹⁵ Management Board Decision No 39/2021 of 08 July 2021 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof.

¹⁶ Decision of the Executive Director No R-ED-2024-106 on recruitment and selection of temporary staff under Article 2(f) and contract staff under Article 3a of the Conditions of Employment of Other Servants of the European Union.

10. REVIEW AND COMPLAINT PROCEDURE

- Each candidate may request feedback on assessment of his or her application as established by the Selection Committee.
- If deemed appropriate, he/she may ask for a formal review/reassessment of the original assessment.
- After Frontex takes a formal decision on candidate's application, he/she may lodge a complaint.

Details of these procedures are provided [here](#).

11. APPLICATION PROCEDURE

Note: It is required to upload the digital application form saved in its original electronic dynamic PDF format (not scanned). Do not use any e-mail communication to submit your application (for exceptional circumstances see point 6 below) - such an application will be **automatically disregarded and will not be recorded and further processed.**

Frontex Application Form is to be downloaded (as a dynamic PDF form) from Frontex website under the link provided next to the Reference Number of the post/position. This digital application form is specifically created only for this selection procedure (and shall not be reused for another procedure).

The Frontex Application Form must:

- Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (version 2021.001.20155. You may download a free version here: <https://get.adobe.com/uk/reader/>).
- **Not** be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear, and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
- Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
- Be saved and named as follows: 'SURNAME_RCT-2025-00106'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2025-00106>
- In case you have technical issues with filling/saving/uploading your electronic application form, you may write to us (in advance of the closing date for submission of applications) at jobs@frontex.europa.eu clearly indicating in the subject of the email the reference number of the post/position and the post (business) title.

In case you submit more than one application for this procedure, Frontex will only assess the latest one and will automatically disregard all your previous applications.

If at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false or misleading, the applicant in question will be disqualified.

Applicants shortlisted for an interview will be requested to supply documentary evidence in support of the statements made in the application. Do not, however, attach any supporting or supplementary documentation with your application until you have been asked to do so by Frontex.

Incomplete applications, applications uploaded after the deadline, sent by e-mail or applications using inappropriate or altered/manipulated application forms will be automatically disregarded by the system and will **not** be processed further.

Due to the large volume of applications, Frontex regrets that only applicants invited for the test and interview will be notified about the outcomes. The status of the selection procedure is to be found on Frontex website.

Due to high volume of selection procedures handled by Frontex, the period between the closing date for the submission of applications and the final shortlisting of applicants for an interview may take more than two months.

The closing date (and time) for the submission of applications is provided on the title page of the Vacancy Notice.

Please keep a copy of the automatically generated submission code that proves that you have submitted/uploaded your application to Frontex.

Applicants are strongly recommended not to wait until the last day to submit their applications.

Frontex cannot be held responsible for any last-minute malfunction due to an overload of the system or for other technical issues applicants may eventually encounter in the very last moment before the deadline.