

**APPLICATION FORM**

Internal and Inter-Agency notice for the post of:

Legal Advisor and Data Protection Officer

Temporary Agent 2f

Reference: Cedefop/2025/05/AD

Your full name	
Name of the Agency/JU you are currently employed	
Your current grade	
From when are you working within your Agency	
You have successfully completed the probationary period	

Please note that this form is a compulsory part of the application documentation.

If the form is missing, the wording of any preselection criteria is altered, and/or any of the criteria have been deleted, the selection board will not assess the application.

The assessment of your application will be done solely based on the information provided in this form.

**EXCLUSION CRITERIA, SECTION 6.1. OF THE VACANCY NOTICE**

Instructions: Please explain clearly and concisely, how you meet each of the *Exclusion preselection criteria*. Make sure that you cover all parts of the questions in your answer.

Criterion: **A university degree in law.**

Please specify:

- The title of the studies.
- The standard duration of the studies.
- The name of the Institution delivering the degree.

Criterion: **English: level C2 in all dimensions as per the CEFR**

Please fill out the scheme below using the levels of the Common European Framework of Reference ⁽¹⁾ for each of the skills mentioned

SKILLS		LEVEL
UNDERSTANDING	LISTENING	☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2
	READING	☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2
SPEAKING	SPOKEN INTERACTION	☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2
	SPOKEN PRODUCTION	☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2
WRITING		☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2

⁽¹⁾ Level C2 or above as referenced in the [Common European Framework of Reference](#).



ESSENTIAL CRITERIA, SECTION 6.2.1 OF THE VACANCY NOTICE

Instructions: Please explain clearly and concisely, how you meet the *Essential pre-selection criteria*. Make sure that you cover all parts of the questions in your answer.

Criterion: At least 3 years of professional experience in the past 10 years relevant to the key responsibilities of the position described in Section 3 of the vacancy notice.

Please describe your relevant experience (in total maximum **500 words**) and specify for each experience:

- The institution's name and your position(s)/title(s).
- The length of your experience in years and months including start and end date. Also indicate if it is full time or part time.
- Your specific tasks, role(s) and responsibilities relevant to section 3 of the vacancy notice.



Criterion: **Professional experience in dealing with claims and (pre-)litigations, with reference to the EU Staff Regulations.**

Please describe your related experience (in total maximum **500 words**) and specify for each experience:

- The institution's name and your position(s)/title(s).
- The length of your experience in years and months including start and end date.
- Specific examples stemming from your professional experience where you dealt with claims and (pre-)litigations related to the implementation of SRs/CEOS.



Criterion: **Professional experience in handling data protection matters related to the implementation of the EUDPR.**

Please describe your related experience (in total maximum **500 words**) and specify for each experience:

- The institution's name and your position(s)/title(s).
- The length of your experience in years and months including start and end date.
- Your specific tasks and responsibilities pertinent to this specific criterion (by providing examples as relevant).

**ADVANTAGEOUS CRITERIA, SECTION 6.2.2 OF THE VACANCY NOTICE**

Instructions: Please explain clearly and concisely, how you meet the *Advantageous pre-selection criteria*. Make sure that you cover all parts of the questions in your answer.

For criteria you would like to leave blank, please write 'N/A'.

Criterion: Experience of drafting complex legal documents (legal opinions, implementing rules, decisions and policies) in an EU institution.

Please describe your related experience (in total maximum **300 words**) and specify for each experience:

- The institution's name and your position(s)/title(s).
- The length of your experience in years and months including start and end date.
- Specific examples of complex legal documents that you have drafted in EU institution context (e.g. legal opinions, implementing rules, decisions and policies).

**Criterion: Experience in representing an Agency before the EU Court.**

Please describe your related experience (in total maximum **300 words**) and specify for each experience:

- The institution's name and your position(s)/title(s).
- The length of your experience in years and months including start and end date.
- Please provide specific examples of your professional experience in representing an EU Agency before the EU Court.



Criterion: Knowledge of French: at least level B1 in all dimensions as per the CEFR

Please fill out the scheme below using the levels of the Common European Framework of Reference ⁽²⁾ for each of the skills mentioned.

If you do not have French language, please leave blank.

SKILLS		LEVEL
UNDERSTANDING	LISTENING	☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2
	READING	☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2
SPEAKING	SPOKEN INTERACTION	☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2
	SPOKEN PRODUCTION	☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2
WRITING		☐ A1 – ☐ A2 – ☐ B1 – ☐ B2 – ☐ C1 – ☐ C2

Disclaimer:

- I declare on my word of honour that all information provided in my application is true.
- I confirm that I will provide any supporting documents as requested by Cedefop.
- I consent my application to be processed in line with [Cedefop's Privacy Statement](#).

After reviewing your answers, click this button to lock your application:

Once the application is locked, it cannot be unlocked.

Only locked applications will be accepted by Cedefop.

Save the application form and submit it to hr-recruitment@cedefop.europa.eu

⁽²⁾ Level B1 or above as referenced in the [Common European Framework of Reference](#).