**Application Form for the CEPOL**

**Western Balkan Financial Investigation**

**Exchange Programme**

This application form is the basis for the selection of the exchange programme you might be nominated to participate in.

Please make sure you fill in all sections adequately and in detail and send it in a Word version to your CEPOL National Exchange Coordinator (NEC).

We kindly ask you not to fill it in by hand.

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| **1. Personal information** |
| Title / Rank: |  |
| First name(s)[[1]](#footnote-1): |  |
| Family name1: |  |
| Date of birth: |  |
| Mobile phone:  |  |
| E-mail: |  |
| Specialisation: |  |
| Mother tongue: |  |
| Foreign languages: (Language and level) |  |
|  |  |
| Name of organisation: |  |
| Address:  |  |
| Postcode:  |  |
| City / Town:  |  |
| Country:  |  |
| Work phone:  |  |
| Alternate e-mail: |  |

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| **2. Exchange preferences****Please indicate up to 2 categories that best describe your professional experience.*** [ ]  International cooperation, channels and platforms in financial investigations;
* [ ]  Law enforcement training in the context of financial investigation in conjunction with related serious crime cases for example ‘following the money’;
* [ ]  Legislation and practical issues in relation to preliminary financial investigations for example based on information gained by Intelligence Led Policing;
* [ ]  Good practices of financial investigations with e.g. money laundering syndicates, underground banking, informal value transfer systems;
* [ ]  Anti-money laundering legislation and practice e.g patterns on various forms of money laundering (cash, electronic, underground banking, trade-based, precious metals, virtual currency);
* [ ]  Patterns on various forms of money laundering (cash, electronic, underground banking, trade-based, precious metals, virtual currency;
* [ ]  Integration of financial investigations into organised crime investigations;
* [ ]  Cooperation of competent authorities e.g. FIUs, police, tax and customs agencies;
* [ ]  Asset recovery management (asset tracing, identification, seizure, confiscation, asset management);
* [ ]  The application of modern criminal intelligence tools;
* [ ]  Virtual currencies, crypto currencies use by organized crime groups, intelligence collection & investigations in Darknet;
* [ ]  Special investigative methods (undercover operations, informant handling);
* [ ]  Financial forensics with particular focus on digital evidence, for example how to deal with seized mobile phones and computers;
* [ ]  Intelligence and investigation of terrorism financing;
* [ ]  International judicial cooperation instruments;;

Please identify any other subcategories not mentioned above in line with your chosen category:* [ ]
* [ ]
* [ ]

Please note: all fields marked with an asterisk of this application form are compulsory and must be completed before sending the filled in, signed and dated form in .pdf to the e-mail address indicated below.**CEPOL reserves the right to disqualify candidates who do not complete the Application Form correctly.** |

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| **3. 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):

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| Name of counterpart | Country | Organisation | Contact details (e-mail, phone) |
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| **4. 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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| **5. EXPECTATIONS****Please describe the reason / justification for implementing the exchange programme indicating any specifics relating to the national/regional operational strategies.****Please list here any other information relevant to the exchange that could assist in the matching process.** |
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| **6.** **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 |
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| **Justification for interest in preferred partner countries** |

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| **7. SUPERVISOR’S CONSENT** |
| As supervisor, I hereby declare to have taken note of and accepted the terms and conditions set out in the User Guide for the CEPOL WB FI 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 organisations as a result of the evaluation of the applications by CEPOL which has been communicated to me in writing.

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| Details of the **Supervisor** of the applicant  |
| First name(s): |  |
| Family name: |  |
| Name of organisation: |  |
| Address of organisation: |  |
| Phone: |  |
| E-mail: |  |

Stamp and/or Signature from the Supervisor. |



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| PERSONAL INFORMATION | Replace with First name(s) Family name(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 FORPOSITIONPREFERRED JOBSTUDIES APPLIED FORpersonal 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
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| 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)
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| 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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| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferencesCitationsCoursesCertifications | 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.
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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. In accordance with passport / ID [↑](#footnote-ref-1)