



NATO Undersea Research Centre Centre de Recherche Sous-Marine de l'OTAN

APPLICATION FOR EMPLOYMENT

The originals of this form, duly completed, must be sent, by e-mail to: recruitment@nurc.nato.int

All applications are acknowledged by return e-mail. Should you not receive an acknowledgement within 3 working days of submitting your application, please re-submit the application to recruitment@nurc.nato.int

Telephone: +39 0187 527339

CONFIDENTIAL

1. State reference number of the vacancy for which you are applying, or type of employment for which you are especially qualified.		RECENT PASSPORT-SIZE PHOTOGRAPH		
2a. Have you previously submitted an application for employment with NURC? <input type="checkbox"/> Yes <input type="checkbox"/> NO If so, indicate vacancy number?				
2b. Have you previously submitted an application for employment with NATO? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?				
3a. Surname	3b. Maiden name, if any			
3c. First name	3d. Middle name(s)			
3e. Title (Mr. Mrs. Ms. Dr. / Rank)				
4a. Permanent address	4b. Postal address for correspondence (if different from 4a)			
4c. Telephone Home: Office: Mobile:	4d. Telefax Home: Office:			
4e. E-mail address				
4f. Security clearance Level: Expiration date :				
5. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated				
6a. Sex	6b. Date of birth	6c. Country and place of birth	6d. Nationality at birth	6e. Present nationality
If different from 6d, attach explanation.				

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

ANSWER EACH QUESTION COMPLETELY IN ENGLISH. TYPE OR PRINT CLEARLY IN INK. IF CERTAIN ITEMS REQUIRE MORE SPACE, CONTINUE ON PLAIN PAPER. DO NOT LEAVE BLANKS. ALL ITEMS MUST BE COMPLETED. IF AN ITEM IS NOT APPLICABLE, WRITE 'N/A'.

You will be requested to supply documentary evidence in support of the statements you make in this application. Do not, however, send any documentation until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

Applications cannot be returned to candidates, and the files of unsuccessful candidates will be destroyed after 5 years.

Candidates are advised that the recruitment process includes a security investigation and a physical check-up by our Medical Adviser.

7. Give the following information about your spouse and children. If you are divorced, indicate whether the children are your dependants. In all cases, indicate whether the children are financially your dependants.

Name (Use Yes/No to indicate financial dependence of each child.)	Occupation	Date of birth	Relationship

8. EDUCATION AND TRAINING

SECONDARY AND HIGHER-SECONDARY EDUCATION (in chronological order)

Name and location of establishment	Years attended	Certificates and/or diplomas obtained and standing achieved

8. EDUCATION AND TRAINING (continued)

UNIVERSITY EDUCATION OR EQUIVALENT

Name and location of establishment	Years attended	Degrees obtained	Main subjects

OTHER EDUCATION/TRAINING

Name and location of establishment	Name and duration of course followed	Certificates and/or diplomas obtained

9. Have you completed all obligatory military service? Yes No

If yes, indicate date _____ and military rank. _____

If not, give reasons. _____

In case of exemption, give reasons. _____

10. LANGUAGES

For each language listed, indicate level of ability (fluent, good, fair, slight).

Mother tongue	Comprehension	Speaking ability	Writing ability	Reading ability
Other languages	Comprehension	Speaking ability	Writing ability	Reading ability

Official language certificates obtained

Testing body

Standing achieved

Date of examination

11. TYPING AND SHORTHAND

Indicate speeds in words per minute.

	English		French	
	Certificate speed	Speed now	Certificate speed	Speed now
Typing				
Shorthand				

12a. Indicate your ability with / knowledge of the following.

Word processor (specify)

PC (specify)

Software (specify)

Computer languages (specify)

Other office equipment (specify)

12b. Type of driver's licence held

EMPLOYMENT HISTORY / EXPERIENCE PROFESSIONNELLE

Starting with your **present** post, list in reverse order every employment you have had. Use a separate block for each post. Include service in the armed forces and note any period during which you were not gainfully employed. If more space is required, attach additional pages of the same format. **Please note that it will not suffice to complete these items by simply stating 'refer to curriculum vitae', although a CV may also be enclosed.**

13. PRESENT EMPLOYMENT

Dates of employment From _____ To _____

Net salary per annum Starting _____ Present _____

Name and address of employer _____

Place of employment _____

Type of business of employer _____

Title of your position _____ Number of employees under your direct supervision _____

Name and title of your supervisor _____

Detailed description of your work

Languages used in your work _____

Reason for wishing to leave _____

Would you retire/resign from your military post, or resign from your current employment, to take up a post with the Organization, or would you apply for leave of absence with/without pay? (specify)

Are you presently employed in a civilian or military capacity? (specify) _____

How much notice would you require to report to work? _____

Have you any objections to our making inquiries of your present employer? Yes No

14a. PREVIOUS POSITION

Dates of employment	From	_____	To	_____
Salary per annum	Starting	_____	Final	_____
Name and address of employer _____				
Place of employment _____				
Type of business of employer _____				
Title of your position	Number of employees under your direct supervision			_____
Name and title of your supervisor _____				
Detailed description of your work _____				

Languages used in your work _____

Reason for leaving _____

14b. PREVIOUS POSITION

Dates of employment	From	_____	To	_____
Salary per annum	Starting	_____	Final	_____
Name and address of employer _____				
Place of employment _____				
Type of business of employer _____				
Title of your position	Number of employees under your direct supervision			_____
Name and title of your supervisor _____				
Detailed description of your work _____				

Languages used in your work _____

Reason for leaving _____

14c. PREVIOUS POSITION

Dates of employment	From	_____	To	_____
Salary per annum	Starting	_____	Final	_____
Name and address of employer _____				
Place of employment _____				
Type of business of employer _____				
Title of your position	_____			Number of employees under your direct supervision
Name and title of your supervisor _____				
Detailed description of your work _____				

Languages used in your work _____

Reason for leaving _____

14d. PREVIOUS POSITION

Dates of employment	From	_____	To	_____
Salary per annum	Starting	_____	Final	_____
Name and address of employer _____				
Place of employment _____				
Type of business of employer _____				
Title of your position	_____			Number of employees under your direct supervision
Name and title of your supervisor _____				
Detailed description of your work _____				

Languages used in your work _____

Reason for leaving _____

15a. If you are now or have ever been a civil servant in your government's employ, please give the name of the administration and dates of duty.

15b. If you are or have ever been a NATO Civilian, indicate last grade and step held.

15c. Are any of your relatives (or is your partner) employed by one of the NATO bodies? Yes No

If so, list them.

Name	Civilian	Military	Relationship	Name of NATO Body
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

16. List professional societies to which you belong and your activities in public or international affairs.

17. List but do not attach your publication records.

18. List your social and athletic activities and other particular abilities or interests.

19. List periods spent away from your home country (holidays excluded).

Country	Reason for visit or residence	Dates

20. Have you ever been arrested, indicted, or summonsed to court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes No

If 'yes' give full particulars of each case in an attached statement.

21. Indicate physical handicaps and/or chronic illnesses that you have.

22. Give the names, addresses and telephone numbers of three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under items 13 and 14. **Note that referees may be contacted without prior notice to candidates.**

Name	Full address	Telephone	Profession
1.			
2.			
3.			

23. State any other relevant facts not covered in this application.

24. I certify that the statements made by me in the foregoing application are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on an application for employment or other document requested by the Organization will render a staff member of NATO liable to termination or dismissal.

Date _____ Signature _____