
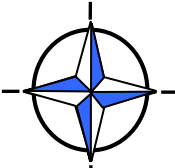


Civilian Personnel Office use only		ATTACH RECENT IDENTITY PHOTOGRAPH (passport size)
No.:	Received on:	
Status:		
Application for Civilian Employment		
	NAEW&CF E-3A COMPONENT Civilian Recruitment/Services Section Post Box 411008 · D-52511 Geilenkirchen	
1. Reference of the vacancy for which you are applying or the type of employment for which you are especially qualified:		
2.a. Surname:	2.b. First name(s):	2.c. Maiden name (if applicable):
3.a. Permanent address:	3.b. Mailing address (if different from 3.a.):	4. Telephone: Home: Work: Mobile: Fax: E-mail address:
5.a. Country and place of birth:	5.b. Date of birth:	6.a. Citizenship at birth:
	5.d. Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Other (explain)	6.b. Citizenship now (if different from 6.a., explain):
5.c. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		
7. Please give the following information about spouse and children:		
Name	Date of birth	Relationship

8.a. Secondary Education:

Name, Place and Country	Month/Year of attendance		Type of School	Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects
	From	To		

8.b. Further Education:

Name, Place and Country	Month/Year of attendance		Type of School	Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects
	From	To		

9.a. List professional societies to which you belong:

9.b. List, but do not attach, any significant publications you have written:

10. Languages: describe proficiency below, by ticking the appropriate box. Please start with your mother tongue.
 Level 1 = Elementary; Level 2 = Fair (limited working); Level 3 = Good (minimum professional); Level 4 = Very Good (full professional); Level 5 = Excellent (native/bilingual)

Language	Listening					Speaking					Reading					Writing				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Shorthand and typing: indicate speed in words per minute.

	English	French	Other
Typing:			
Shorthand:			

12. Indicate your computer skills.

Hardware:	
Application Software:	
Computer Languages:	

13. Type(s) of driving license:			
14. Have you completed your compulsory military service?	<input type="checkbox"/> Not applicable	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Rank:		
If yes, indicate dates:	From:	To:	
If no, give reason:			
Do you have further service commitments:	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please give details	

15. EMPLOYMENT RECORD

Starting with your present position, list in reverse order, details of present/previous employment. Use a separate block for each position. Include also service in the armed forces and note any period during which you were not gainfully employed. If required, attach additional pages in the same format. If employed as a NATO Civilian, or within one of the co-ordinated organisations, indicate (last) grade and step.

A). PRESENT EMPLOYMENT

Date of employment Since:
 Net salary per annum Starting: Present:
 Type of business: Number of employees under your direct supervision:
 Title of your position (Grade/Step):
 Name and position of your supervisor:
 Name, address and phone no. of employer:
 Reason for wishing to leave your present employment:
 Summary of your work:

B). PREVIOUS EMPLOYMENT

Date of employment

From:

To:

Net salary per annum

Starting:

Final:

Type of business:

Number of employees under your direct supervision:

Title of your position (Grade/Step):

Name and position of your supervisor:

Name, address and phone no. of employer:

Reason for wishing to leave your previous employment:

Summary of your work:

C). PREVIOUS EMPLOYMENT

Date of employment

From:

To:

Net salary per annum

Starting:

Final:

Type of business:

Number of employees under your direct supervision:

Title of your position (Grade/Step):

Name and position of your supervisor:

Name, address and phone no. of employer:

Reason for wishing to leave your previous employment:

Summary of your work:

D). PREVIOUS EMPLOYMENT

Date of employment

From:

To:

Net salary per annum

Starting:

Final:

Type of business:

Number of employees under your direct supervision:

Title of your position (Grade/Step):

Name and position of your supervisor:

Name, address and phone no. of employer:

Reason for wishing to leave your previous employment:

Summary of your work:

16. List periods of residence away from home country, excluding holiday trips:

Country	Reason	Dates (From - To)

17. Have you ever been convicted of an offence other than minor traffic violations?

No Yes, nature of offence(s)

18. What is your present state of health? Indicate any physical disabilities or chronic illness(es):

19.a. Would you object if we contact your present employer?

Yes No

19.b. Would you object if we contact your previous employer(s)?

Yes No

20. References: List three persons not related to you by blood or marriage, who are familiar with your character and qualifications. Do not repeat supervisor(s) given in Item 15.

Name	Full address	Telephone	Profession/Relationship

21. State briefly any special qualification(s) not covered earlier, any activities or other significant features, which may help in support of your application:

22. Are you willing to accept a post requiring:

- a. frequent travel? Yes No
- b. occasional travel? Yes No
- c. shift work? Yes No
- d. on-call duty? Yes No
- e. short- and long-term deployments? Yes No

23. How long is the notice period you would require before you could start employment?

24. Are you related by blood or marriage or share a local residence with someone who works at the organization to which you are applying?

If yes, please list name(s) and relationship(s).

Yes No

Name	Relationship	Component ID

25. Do you agree to the organization considering this application for other suitable vacancies which may arise within a period of 12 months?

Yes No

Did you use additional sheets to this application form?
If yes, how many?

Yes No

“ I am willing to undergo the prescribed medical examination prior to any appointment and have no objection to an investigation being conducted by the competent authorities of the country of which I am a national for the issue of a security clearance.”

“ I realize that any false statement or omission, even if unintended on my part, may lead to the cancellation of my application or may render my appointment liable to termination.”

(Signature)

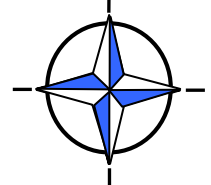
(Date)

(Name in Print)

Supplementary Questionnaire for Civilian Employment



NAEW&CF E-3A COMPONENT
 Civilian Recruitment/Services Section
 Post Box 411008 · D-52511 Geilenkirchen
 Phone 0049 (0) 2451-632344 or 0049 (0) 2451-632343
 Fax: 0049 (0) 2451-632321



The NAEW&CF E-3A Component is a multinational NATO Command Force providing an airborne early warning and control capability in support of Alliance objectives. The operational nature of the mission of the NAEW&CF E-3A Component requires civilian personnel to perform their duties in special circumstances and conditions. Consequently, the purpose of this questionnaire is to inform and prepare candidates for the employment conditions prevailing at the NAEW&CF E-3A Component and to provide the Organisation with further details in addition to the information already contained in the application for civilian employment form.

**Please, complete this questionnaire and return it to the above address as soon as possible.
 If you answer any of the questions with “No”, please provide an explanation under “Comments”.**

<p>1. In accordance with the NATO Civilian Personnel Regulations, “the Head of the NATO Body may for reasons of service at any moment call upon members of the staff, whose whole time shall thus be at the disposal of the organisation.”</p> <p>This means that you may be required to work extensively long and/or irregular hours to include work on weekends and official holidays, night work, shift work, standby duty, etc.</p> <p>Are you willing to do this?</p>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>	<p><u>Comments</u></p>
<p>2. In light of the changing tasks of NATO (and particularly of the E-3A Component) it must be expected that you will, for shorter or longer periods, possibly encompassing many months in a year, be required to perform your duties at any location worldwide.</p> <p>Are you willing to do this?</p>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>	<p><u>Comments</u></p>

<p>3. Depending on the security situation, the E-3A Component Commander may require that certain measures be taken to ensure the safety and security of all personnel at the Main Operating Base, a Forward Operating Base or at another location from where the NAEW Force must operate. These measures are generally known as "force protection measures" and they may include attending special deployment and security briefings, the necessity to stay in NATO arranged overnight accommodation, wearing NBC mask and NBC protective clothes or other protective equipment, "free-time" movement restrictions during missions, etc. You would also be required to participate in training and exercises in order to familiarize yourself with safety, security and personal protection procedures and practices.</p> <p>Are you willing to work under such conditions?</p> <p>Are you willing to undergo such training?</p>	<p>YES <input type="checkbox"/></p> <p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p><u>Comments</u></p>
<p>4. When required to perform your duties at a location other than Geilenkirchen, particularly in remote areas, you may be required to live and work in uncomfortable circumstances and conditions.</p> <p>Are you willing to do this?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p><u>Comments</u></p>
<p>5. If employed as a NATO Civilian with the E-3A Component you will be required to be immunized against a variety of different diseases.</p> <p>Are you willing accept this requirement?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p><u>Comments</u></p>
<p>I understand that the information provided by me above will be used in determining my suitability for possible employment with the NAEW&CF E-3A Component.</p> <p>_____</p> <p>(Signature) _____ (Date)</p> <p>_____</p> <p>(Name in Print)</p>			