

Civilian Personnel Office use only		ATTACH RECENT IDENTITY PHOTOGRAPH (passport size)
No.	Received on.	
Status:		
Application for Civilian Employment		
<div style="display: flex; align-items: center;"> <div style="text-align: center;"> <p>Application form to be submitted in quadruplicate (together with four copies of certificates covering the highest level of education) to</p> <p>SUPREME HEADQUARTERS ALLIED POWERS EUROPE (SHAPE) Attn. Recruitment Officer (J1/HCX) B-7010 SHAPE Belgium</p> </div> </div>		
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: Fax:
5.a. Country and place of birth:	5.b. Date of birth:	6.a. Citizenship at birth:
5.c. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	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).
7. Please give the following information about spouse and children:		
Name	Date of birth	Relationship

8.a. Secondary Education									
Name, Place and Country	Years and Months 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	Years and Months 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.									
Language	Speaking			Reading			Writing		
	Very Good	Good	Fair	Very Good	Good	Fair	Very Good	Good	Fair
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 licence					
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 post, list in reverse order, details of present / previous employment. Use a separate block for each post. 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 with one of the co-ordinated organisations, indicate (last) grade and step.					
A). PRESENT EMPLOYMENT					
Dates of employment		Since			
Net salary per annum		Starting		Present	
Name and address of employer					
Tel. No.		Type of business			
Title of your position		Number of employees under your direct supervision			
Name and position of your supervisor					
Reason for wishing to leave your present employment					
Summary of your work:					

B). PREVIOUS EMPLOYMENT

Dates of employment

From

To

Net salary per annum

Starting

Final

Name and address of employer

Tel. No.

Type of business

Title of your position

Number of employees under your direct supervision

Name and position of your supervisor

Reason for leaving your employment

Summary of your work:

C). PREVIOUS EMPLOYMENT

Dates of employment

From

To

Net salary per annum

Starting

Final

Name and address of employer

Tel. No.

Type of business

Title of your position

Number of employees under your direct supervision

Name and position of your supervisor

Reason for leaving your employment

Summary of your work:

21. State briefly any special qualification 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 travel? Yes, frequently Yes, occasionally No

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

24. Are you related by blood or marriage to someone who works at the organisation to which you are applying?
If yes, please list name(s), and relationship(s). Yes No

Name	Relationship

25. Do you agree to the organisation considering this application for other suitable vacancies which may arise with a period of 12 months? Yes No

Did you use additional sheets to this application form? 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 state of which i am a member for the issue of a security clearance."

"I realise 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)