



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. – fax. 06.49862475

r3d8s0@persociv.difesa.it

M\_DGCIV

Prot. Nr. 60359

Del 09/09/2009

PARTENZA

A

INDIRIZZI IN ALLEGATO

**OGGETTO:** candidature di dipendenti civili a posti a "status internazionale". **Legge 27 luglio 1962 n.1114.**

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IL Segretariato Generale della Difesa e Direzione Nazionale degli Armamenti ha reso noto che sono disponibili i posti a status internazionale presso la Divisione di Programma FSAF di cui alla tabella sottoindicata.

Il personale interessato potrà presentare la propria candidatura mediante la compilazione degli appositi moduli (application forms in duplice copia in inglese) corredati dalla copia del bando di concorso e dei documenti di volta in volta richiesti nel bando stesso (esempio: curriculum vitae, scheda biografica in italiano in originale), che possono essere scaricati direttamente dal sito di questa Direzione Generale: **[http:// www.persociv.difesa.it](http://www.persociv.difesa.it)**. **(nella sezione circolari ed altra documentazione).**

Le candidature, corredate dalla relativa documentazione e anche su supporto informatico (formato PDF) dovranno pervenire a questa Direzione Generale - 3° Reparto - 8^ Divisione -1^ Sezione- improrogabilmente entro le date indicate nella citata tabella.

| Posto   | Località         | Descrizione           | Pos.econ.richiesta         | Lingua  | Scadenza   |
|---------|------------------|-----------------------|----------------------------|---------|------------|
| N. A671 | Parigi (Francia) | " ILS/ISS Officer 4 " | Grado-A3<br>(equiv.p.e.C2) | inglese | 07/10/2009 |
| N.B636  | Parigi (Francia) | "ILS/ISS Assistant"   | Grado-B6<br>(equiv.p.e.B3) | inglese | 07/10/2009 |

IL DIRETTORE DELLA DIVISIONE  
(Dirig. dr.ssa Marina MASSARUTI)

f.to

**ELENCO INDIRIZZI ALLEGATO ALLA CIRCOLARE N.****DEL**

|                                                |           |
|------------------------------------------------|-----------|
| DIFESA GABINETTO                               | ROMA      |
| SEGRETERIE SOTTOSEGRETARI DI STATO ALLA DIFESA | LORO SEDI |
| SEGREDIFESA AA.GG.                             | ROMA      |
| SEGREDIFESA – U.G.G.E.A.T.I                    | ROMA      |
| CENTRO ALTI STUDI DIFESA                       | ROMA      |
| SUPERCONSIGLIO                                 | ROMA      |
| SUPERPROCURAMILES                              | ROMA      |
| PROCURAGENCORTMILES                            | ROMA      |
| CORTMILES                                      | ROMA      |
| TRIBUNAMILE SORVEGLIANZA                       | ROMA      |
| CONSIGLIO MAGISTRATURA MILITARE                | ROMA      |
| BILANDIFE                                      | ROMA      |
| ISPEDIFE                                       | ROMA      |
| PERSOMIL                                       | ROMA      |
| PREVIMIL                                       | ROMA      |
| TERRARM                                        | ROMA      |
| NAVARM                                         | ROMA      |
| ARMAEREO                                       | ROMA      |
| TELEDIFE                                       | ROMA      |
| GENIODIFE                                      | ROMA      |
| COMMISERVIZI                                   | ROMA      |
| DIFESAN                                        | ROMA      |
| CIVILSCUOLADIFE                                | ROMA      |

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ALL' U.D.G. - URP

INTERNO



# MINISTERO DELLA DIFESA

SEGRETARIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI  
III REPARTO - POLITICA DEGLI ARMAMENTI  
3° Ufficio – OCCAR

MINISTERO DELLA DIFESA  
SEGREDIFESA  
M\_D GSGDNA 0031423 07-09-2009

PoC: WO1 Lgt. (AF) Augusto PASSA  
WO1 Lgt. (A) Angelo PUZIO  
WO1 (A) Massimo ESPOSITO

✉ :r3u3s0@sgd.difesa.it ☎ 0039-06-4735 3680-3933



Allegati: 01

**OGGETTO:** OCCAR-EA - Richiesta di personale da candidare presso la Divisione di Programma FSAF di Parigi Posizione A671 “ILS/ISS Officer 4”–Grado A3.

A: STATO MAGGIORE DELLA DIFESA  
1° Reparto

SEDE

DIREZIONE GENERALE PER IL PERSONALE CIVILE

ROMA

e, per conoscenza:

STATO MAGGIORE DELL'ESERCITO  
D.I.P.E.

SEDE

MARINA MILITARE  
Ufficio Generale del Personale

ROMA

^^^^^^^^^^^^^^^^^^^^

1. Si invia, per il seguito di competenza, la “Job Description” relativa al bando di concorso per il posto in oggetto, fatta pervenire dall'Ufficio Centrale dell'OCCAR-EA.
2. Si evidenzia che tale posto è di elevato interesse nazionale. Pertanto, attesa l'elevata competitività internazionale per le posizioni in seno alla EA, le caratteristiche del candidato dovranno essere pienamente rispondenti ai requisiti richiesti dalla Job Description.
3. Il predetto Organismo ha specificato che il colloquio per la selezione dei candidati avverrà, presumibilmente, il giorno 18 novembre 2009.
4. Le relative candidature di personale idoneo dovranno pervenire allo scrivente entro il **22 Ottobre 2009.**

d'ordine

**IL CAPO REPARTO**  
(Gen. D. Claudio TOZZI)

diramazione interna:  
I REPARTO  
IV REPARTO



# Organisation for Joint Armament Co-operation

## Executive Administration

MINISTERO DELLA DIFESA  
SEGREDIFESA  
M\_D GSGDNA 0031423 07-09-2009

ALLEGATO



### Vacancy Notice

|                            |                                                                          |
|----------------------------|--------------------------------------------------------------------------|
| <b>Post</b>                | <b>A671 – Integrated Logistic Support / In Service Support Officer 4</b> |
| <b>Grade</b>               | <b>A3</b>                                                                |
| <b>Division</b>            | <b>FSAF Programme Division</b>                                           |
| <b>Section</b>             | <b>ILS &amp; ISS Section</b>                                             |
| <b>Management of Staff</b> | <b>0</b>                                                                 |
| <b>Location</b>            | <b>Paris area, France</b>                                                |
| <b>Start Date</b>          | <b>1<sup>st</sup> January 2010</b>                                       |
| <b>Interview Date</b>      | <b>18<sup>th</sup> November 2009</b>                                     |

### 1. Background

The scope of the Programme is the definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:

- Surface-to-Air Anti-Missile system (SAAM);
- Surface-to-Air Medium Range Land system (SAMP/T).

The management of this Programme seeks to optimise the use of as many common elements as possible and also gives consideration to the potential to extend the capabilities of the systems.

### 2. Role

The ILS/ISS Officer 4 will report to the ILS/ISS Section Leader.

He / she is responsible for the Integrated Logistic Support activities related to the FSAF systems.

### 3. Duties

The ILS/ISS Officer 4 will report to the ILS/ISS Section Leader.

He / she is responsible for the Integrated Logistic Support and In Service Support activities related to the FSAF systems.

The post holder will:

- plan and manage all aspects regarding ILS and ISS including logistic documents, data management, spare parts policy, troubleshooting procedures, personnel training requirements and technical events interacting with ISS processes;

#### Points of contact

1. Roberto Cusello (FSAF Programme Division)  
2. Björn Rönnau (Human Resources Division)

+ 33 (0)1 5724 8876  
+ 49 228 5502 182

E-mail  
roberto.cusello@occar.int  
bjoern.roennau@occar.int



- orient, direct and monitor the industrial or governmental studies related to the various concepts and aspects of maintenance organisation, in compliance with requirements stemming from participating Nations;
- promote the use of standards, tools and methods for logistic information and data exchange;
- define and pursue the approval of an appropriate policy for a common support organisation which satisfies participating Nations' requirements, liaising with national focal points, industrial organisations and, if necessary, other international organisations for solving ISS issues;
- harmonise all activities of a logistic nature with all activities of a technical nature related to each system of the FSAF family;
- interact with all other Sections of the PD according to all relevant activities of interest;
- support the Section Leader in organising meetings, preparing all relevant documents regarding all aspects of ILS and ISS technical and contractual performance specifications;
- contribute to Experts Working Groups, as directed by the Programme Manager;
- contribute to the formulation of new contractual requirements;
- support the Section Leader in the acceptance of equipment pertaining to acquisition and supply contracts;
- apply all enforceable procedures within the defined relations among the bodies involved in the programme;
- support the Section Leader in all activities concerning the Section in the programme, carrying out all necessary actions for ensuring the regular running of the programme;
- if necessary, take temporary additional task as required by the Programme Manager.

#### **4. Knowledge and Experience**

##### **Essential:**

- expertise in logistic fields;
- good knowledge about armed forces logistic organisations;
- knowledge of configuration and quality management procedures;
- have significant professional knowledge in the use of "Armament equipments" and in the planning, coordinating, executing the reception, storage, maintenance, transportation, shipment and loading/unloading of such equipment. A preference would be, if they have consolidated this knowledge "in the field".

##### **Desirable:**

- previous experience in international programme management;
- experience in international co-operation activities.

#### **5. Competences / Skills**

##### **Essential:**

- the ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity;
- excellent interpersonal skills with the ability to interact and communicate at all levels;
- the ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process;
- the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- the ability to work in a changing, developing and demanding environment;
- the ability to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software;

- fluency, orally and written, in the English language.

**Desirable:**

- good knowledge of Italian and / or French languages is desirable.

**6. Qualifications**

University degree or equivalent educational level qualification in the activity directly related to the prescribed tasks.

**7. Security Clearance**

National security clearance at "OCCAR-Secret" level is required for this post.



# MINISTERO DELLA DIFESA

SEGRETARIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI  
III REPARTO - POLITICA DEGLI ARMAMENTI  
3° Ufficio – OCCAR

MINISTERO DELLA DIFESA  
SEGREDIFESA  
M\_D GSGDNA 0031416 07-09-2009

PoC: WO1 Lgt. (AF) Augusto PASSA  
WO1 Lgt. (A) Angelo PUZIO  
WO1 (A) Massimo ESPOSITO

✉ :r3u3s0@sgd.difesa.it ☎ 0039-06-4735 3680-3933



Allegati: 01

**OGGETTO:** OCCAR-EA - Richiesta di personale da candidare presso la Divisione di Programma FSAF di Parigi Posizione **B636 “ILS/ISS Assistant”**—Grado B6.

A: STATO MAGGIORE DELLA DIFESA  
1° Reparto

**SEDE**

DIREZIONE GENERALE PER IL PERSONALE CIVILE

**ROMA**

e, per conoscenza:

STATO MAGGIORE DELL'ESERCITO  
D.I.P.E.

**SEDE**

MARINA MILITARE  
Ufficio Generale del Personale

**ROMA**

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1. Si invia, per il seguito di competenza, la “Job Description” relativa al bando di concorso per il posto in oggetto, fatta pervenire dall'Ufficio Centrale dell'OCCAR-EA.
2. Si evidenzia che tale posto è di elevato interesse nazionale. Pertanto, attesa l'elevata competitività internazionale per le posizioni in seno alla EA, le caratteristiche del candidato dovranno essere pienamente rispondenti ai requisiti richiesti dalla Job Description.
3. Il predetto Organismo ha specificato che il colloquio per la selezione dei candidati avverrà, presumibilmente, il giorno 18 novembre 2009.
4. Le relative candidature di personale idoneo dovranno pervenire allo scrivente entro il **22 Ottobre 2009.**

d'ordine

**IL CAPO REPARTO**  
(Gen. D. Claudio TOZZI)

*diramazione interna:*  
**I REPARTO**  
**IV REPARTO**





# Organisation for Joint Armament Co-operation Executive Administration

MINISTERO DELLA DIFESA  
SEGREDIFESA  
M\_D GSGDNA 0031416 07-09-2009

ALLEGATO



| Vacancy Notice             |                                                                          |
|----------------------------|--------------------------------------------------------------------------|
| <b>Post</b>                | <b>B636 – Integrated Logistic Support / In Service Support Assistant</b> |
| <b>Grade</b>               | <b>B6</b>                                                                |
| <b>Division</b>            | <b>FSAF Programme Division</b>                                           |
| <b>Section</b>             | <b>ILS &amp; ISS Section</b>                                             |
| <b>Management of Staff</b> | <b>0</b>                                                                 |
| <b>Location</b>            | <b>Paris area, France</b>                                                |
| <b>Start Date</b>          | <b>1<sup>st</sup> January 2010</b>                                       |
| <b>Interview Date</b>      | <b>18<sup>th</sup> November 2009</b>                                     |

## 1. Background

The scope of the Programme is the definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:

- Surface-to-Air Anti-Missile system (SAAM);
- Surface-to-Air Medium Range Land system (SAMP/T).

The management of this Programme seeks to optimise the use of as many common elements as possible and also gives consideration to the potential to extend the capabilities of the systems.

## 2. Role

The ILS/ISS Assistant will report to the ILS/ISS Section Leader.

He / she is responsible to monitor all contracts related to FSAF In Service Support and in particular administrate the deliveries.

## 3. Duties

The ILS/ISS Assistant will report to the ILS/ISS Section Leader.

He / she monitor all contracts related to FSAF In Service Support and in particular administrate the deliveries. He/she manage technical publication library.

The post holder will:

- manage all documents and archives regarding ISS, including data management, detailed maintenance concept, troubleshooting procedures, spare parts policy, technical events interacting with ISS processes and logistic administrative acts and procedures;
- use dedicated tools and methods for logistic information exchange and data management

### Points of contact

- 1 Roberto Cusello (FSAF Programme Division)  
2 Björn Rönnau (Human Resources Division)

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+ 49 228 5502 182

E-mail  
roberto.cusello@occar.int  
bjoern.roennau@occar.int





- within the scope of ISS activities;
- keep technical events situation and registration up to date in co-ordination with the ILS/ISS Section leader and ILS/ISS Officers;
- interact with all other Sections of the PD according to all relevant activities of interest;
- support the Section Leader and ILS/ISS Officers in organising meetings, preparing all relevant documents regarding all aspects of ILS and ISS technical and contractual performance specifications;
- as directed by the ILS/ISS Section Leader, contribute to, or interact with, all Working Groups;
- support the Section Leader and ILS/ISS Officers in the acceptance of equipment pertaining to acquisition and supply contracts, with particular mention to the logistic administrative acts and procedures;
- apply all enforceable procedures within the defined relations among the bodies involved in the programme;
- support the Section Leader in all activities concerning the Logistic Section, carrying out all necessary actions for ensuring it's regular running;
- if necessary, take temporary additional task as required by the Programme Manager.

#### **4. Knowledge and Experience**

##### **Essential:**

- expertise in logistic fields;
- good knowledge about armed forces logistic organisations;
- knowledge of configuration and quality management procedures;
- have significant professional knowledge in planning, coordinating, executing the reception, storage, maintenance, transportation, shipment and loading/unloading of such equipment.

##### **Desirable:**

- awareness of other defence related structures and organisations
- experience in international co-operation activities;
- consolidated experience "in the field".

#### **5. Competences / Skills**

##### **Essential:**

- the ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity;
- excellent interpersonal skills with the ability to interact and communicate at all levels;
- the ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process;
- the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- the ability to work in a changing, developing and demanding environment;
- the ability to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software;

- fluency, orally and written, in the English language.

**Desirable:**

- good knowledge of Italian and / or French languages is desirable
- knowledge and experience of database software MS Access highly desirable

**6. Qualifications**

High / Secondary school certificate or equivalent.

**7. Security Clearance**

National security clearance at "OCCAR-Secret" level is required for this post.

within the scope of ISS activities;

- keep technical events situation and registration up to date in co-ordination with the ILS/ISS Section leader and ILS/ISS Officers;
- interact with all other Sections of the PD according to all relevant activities of interest;
- support the Section Leader and ILS/ISS Officers in organising meetings, preparing all relevant documents regarding all aspects of ILS and ISS technical and contractual performance specifications;
- as directed by the ILS/ISS Section Leader, contribute to, or interact with, all Working Groups;
- support the Section Leader and ILS/ISS Officers in the acceptance of equipment pertaining to acquisition and supply contracts, with particular mention to the logistic administrative acts and procedures;
- apply all enforceable procedures within the defined relations among the bodies involved in the programme;
- support the Section Leader in all activities concerning the Logistic Section, carrying out all necessary actions for ensuring it's regular running;
- if necessary, take temporary additional task as required by the Programme Manager.

#### **4. Knowledge and Experience**

##### **Essential:**

- expertise in logistic fields;
- good knowledge about armed forces logistic organisations;
- knowledge of configuration and quality management procedures;
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##### **Desirable:**

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- consolidated experience "in the field".

#### **5. Competences / Skills**

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- excellent interpersonal skills with the ability to interact and communicate at all levels;
- the ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process;
- the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- the ability to work in a changing, developing and demanding environment;
- the ability to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software;

- STAFF IN CONFIDENCE WHEN COMPLETED -



# Organisation for Joint Armament Co-operation

## OCCAR RECRUITMENT FORM

**PLEASE INSERT DATA IN APPROPRIATE BOXES, PRINT THE COMPLETED FORM, AFFIX PHOTOGRAPH AND SIGN IT.**

**PLEASE TYPE OR PRINT CLEARLY IN BLACK INK**

|                                                                                                                                                                                                                                                                                                       |                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Vacancy for which you are applying: Post No. , Post Title</b>                                                                                                                                                                                                                                      |                                                                                                                           |
| <b>1. PERSONAL INFORMATION</b>                                                                                                                                                                                                                                                                        |                                                                                                                           |
| Mr. Mrs. Miss<br>NAME (surname): (first names):<br><br>NAME AT BIRTH:<br><br>MAIDEN NAME (if appropriate):<br><br>PK/Insee No./Staff No./Matricola No.:<br>DATE/PLACE OF BIRTH<br><b>(please provide a copy of your passport or Identity card)</b><br>Day: Month: Year:<br>City: Country:             | RECENT PHOTOGRAPH                                                                                                         |
| <b>2. NATIONALITY</b>                                                                                                                                                                                                                                                                                 |                                                                                                                           |
| <b>Present Nationality:</b><br>Has your nationality ever changed or is it in the process of being changed?<br>No Yes (please provide certified copy of naturalisation decree for new nationality)<br>(explain the reasons for changing)<br><br>Do you have dual nationality No Yes<br>Which? Explain: |                                                                                                                           |
| <b>3. RESIDENCE</b>                                                                                                                                                                                                                                                                                   |                                                                                                                           |
| Present address (to which correspondence should be sent):<br><br>Home address (if different from above):<br><br>How long have you lived in your present country of residence?                                                                                                                         | Telephone / -fax:<br>Home:<br>Office:<br>Can we call you at your office?<br>No Yes<br>E-mail:<br><b>(Please complete)</b> |
| <b>4. MARITAL STATUS</b>                                                                                                                                                                                                                                                                              |                                                                                                                           |
| 1. Married 2. Separated 3. Divorced 4. Widow(er) 5. Single<br>(Date: ) (Date: ) (Date: )<br>If married, does your spouse work? No Yes<br>If so, where?<br><br>Job title:                                                                                                                              |                                                                                                                           |

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**5. RELATIVES**

Give names of spouse and any dependants

1. Spouse
2. Children (including adopted)

Other dependants for whom you are legally responsible

| NAME | FIRST NAME | RELATIONSHIP<br>Indicate No. &<br>Marital Status | DATE OF<br>BIRTH<br>D/M/Y | COUNTRY<br>OF BIRTH | NATION-<br>ALITY | CURRENT ADDRESS |
|------|------------|--------------------------------------------------|---------------------------|---------------------|------------------|-----------------|
|      |            |                                                  |                           |                     |                  |                 |

**6. LANGUAGES \***

Mother tongue:

|         | Speaking | Understanding | Reading | Writing |
|---------|----------|---------------|---------|---------|
| English |          |               |         |         |
| French  |          |               |         |         |
| German  |          |               |         |         |
| Italian |          |               |         |         |
| Spanish |          |               |         |         |

Additional languages:

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Grade as: Fluent / Good / Fair / Poor

**7. HAVE YOU EVER PREVIOUSLY APPLIED FOR A POST IN OCCAR?**

If so, please state the approximate date of application, and for which post.

Were you interviewed?                      No                      Yes



**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**8. EDUCATION**

|                                | Name and Location | Dates from to | Major subjects | Degree or other diploma |
|--------------------------------|-------------------|---------------|----------------|-------------------------|
| Senior / High Secondary School |                   |               |                |                         |
| College or University          |                   |               |                |                         |

Please provide a copy of your highest certificate or diploma

**OTHER PROFESSIONAL QUALIFICATIONS, MEMBERSHIP OF BUSINESS OR PROFESSIONAL ASSOCIATIONS**

| Qualification received | Awarded by | Subject | Length of study | Date |
|------------------------|------------|---------|-----------------|------|
|                        |            |         |                 |      |

**9. Append a list of theses, patents, publications and other significant work you have done. Please do not send copies.****10. EXPERIENCE IN USING INFORMATION TECHNOLOGY**

Please indicate level of competency e.g Poor, Good or Advanced.

|            |  |             |  |
|------------|--|-------------|--|
| MS Windows |  | ACCESS      |  |
| WORD       |  | MS PROJECT  |  |
| EXCEL      |  | LOTUS NOTES |  |
| POWERPOINT |  | NAVISION    |  |

Other software used:.....

**11. ARE YOU A CIVIL SERVANT? National**

No

Yes

**International**

No

Yes

If so, what are your duties and grade?

Do you have the right of return to your present employer?

No

Yes

Do you have a security clearance?

No

Yes

If so, what level?

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**12.1 PRESENT EMPLOYMENT**

|                                                                                                    |                                                |
|----------------------------------------------------------------------------------------------------|------------------------------------------------|
| COMPANY / ADDRESS                                                                                  | POSITION HELD                                  |
| Dates<br>from: _____ to: _____                                                                     | Name and position of person to whom you report |
| Number of people reporting directly to you, or for whom you are responsible                        | Yearly budget responsibility (if appropriate): |
| Describe duties and scope of responsibilities:                                                     |                                                |
| How much notice must you give to leave?                                                            |                                                |
| Reasons for leaving                                                                                |                                                |
| Do you have any objections to our making inquiries of your present employer?<br>No _____ Yes _____ |                                                |

**12.2 PREVIOUS EMPLOYMENT**

|                                                                                                     |                                                  |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------|
| COMPANY / ADDRESS                                                                                   | POSITION HELD                                    |
| Dates<br>from: _____ to: _____                                                                      | Name and position of person to whom you reported |
| Number of people reporting directly to you, or for whom you are responsible                         | Yearly budget responsibility (if appropriate):   |
| Describe duties and scope of responsibilities:                                                      |                                                  |
| Reasons for leaving                                                                                 |                                                  |
| Do you have any objections to our making inquiries of your previous employer?<br>No _____ Yes _____ |                                                  |

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**12.3 PREVIOUS EMPLOYMENT**

|                                                                             |                                                  |
|-----------------------------------------------------------------------------|--------------------------------------------------|
| COMPANY / ADDRESS                                                           | POSITION HELD                                    |
| Dates<br>from: _____ to: _____                                              | Name and position of person to whom you reported |
| Number of people reporting directly to you, or for whom you are responsible | Yearly budget responsibility (if appropriate):   |

Describe duties and scope of responsibilities:

Reasons for leaving

Do you have any objections to our making inquiries of your previous employer? No  
 Yes

IF YOU HAVE HELD MORE THAN THREE POSITIONS, PLEASE GIVE DETAILS ON A SEPARATE SHEET.

**13. MILITARY SERVICE**

Have you completed your military service No Yes

If yes, from: \_\_\_\_\_ to: \_\_\_\_\_ Last military rank/Duties: \_\_\_\_\_

If not, give reasons.

**14. Please indicate why you are applying for this post and outline how your knowledge, skills and experience meet the competences required for this role (as detailed in the vacancy notice). You should draw on your experience from your current or previous roles or from other relevant situations.**

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**15. REFERENCES**

Please give names and addresses of three Referees (who should not be related to you) who may be approached in connection with your application.

| Name | Position | Address | May be contacted<br>before interviews? |
|------|----------|---------|----------------------------------------|
|      |          |         | No                      Yes            |
|      |          |         | No                      Yes            |
|      |          |         | No                      Yes            |

**16. HAVE YOU ANY RELATIVES OR ACQUAINTANCES WORKING IN OCCAR?**

If so, please specify

**17. HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?****18. DATA PROTECTION**

The information that you provide on this form and that obtained from other sources will be used to process your application for employment. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. All information received by OCCAR-EA will be treated as confidential and used for our internal purposes only. By signing the application form we will be assuming that you agree to the processing of sensitive personal data.

**19. DECLARATION**

I declare that the information given on all parts of this application form, and in any other forms of documentation which accompanies it, is, to the best of my knowledge, correct. I understand that giving false information will make my application unacceptable and, if I am appointed, lead to my dismissal.

Date:

Signature:

Please remember to attach copies of your passport & highest qualification certificates & a recent photograph.

**Please return this form to:**  
**Head of Human Resources Division**  
**OCCAR – EA; Postfach 2107, 53011 Bonn, Germany**

|                                    |                                     |                                 |                                                  |
|------------------------------------|-------------------------------------|---------------------------------|--------------------------------------------------|
| 1<br><b><u>CODICE FISCALE</u></b>  |                                     | 2<br><b><u>FORZA ARMATA</u></b> |                                                  |
| 3<br><b><u>COGNOME</u></b>         | 4<br><b><u>NOME</u></b>             | 5<br><b><u>GRADO E ARMA</u></b> | 6<br><b><u>CATEGORIA E RUOLO</u></b>             |
| 7<br><b><u>DATA DI NASCITA</u></b> | 8<br><b><u>LUOGO DI NASCITA</u></b> | 9<br><b><u>SESSO</u></b>        | 10<br><b><u>STATO DI FAMIGLIA</u></b><br><br>(1) |

|                                                                                                                 |                                        |                                         |                                        |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------|----------------------------------------|
| <b>11</b><br><u>SCUOLA DI FORMAZIONE</u> (2)                                                                    |                                        | <b>12 ANZIANITA'</b>                    |                                        |
|                                                                                                                 |                                        | A DI GRADO                              | B DI SERVIZIO                          |
| <b>13</b><br><u>INCARICO ATTUALE</u>                                                                            | <b>14</b><br><u>DATA DI ASSUNZIONE</u> | <b>15</b><br><u>INCARICO PRECEDENTE</u> | <b>16</b><br><u>DATA DI ASSUNZIONE</u> |
| <b>17</b><br><u>ALTRI PRINCIPALI INCARICHI</u> (3)<br>(in ordine cronologico)<br><i>a. in ambito Nazionale:</i> |                                        | <u>GRADO</u>                            | <u>PERIODI</u>                         |
| <i>b. in ambito interforze e/o Internazionale:</i>                                                              |                                        |                                         |                                        |

**(data) \*\* \_ \*\* \_ \*\*\*\***

|                             |                                                                        |  |                                                 |                        |
|-----------------------------|------------------------------------------------------------------------|--|-------------------------------------------------|------------------------|
| 18                          | <b><u>TITOLI DI STUDIO</u></b> (4)                                     |  |                                                 |                        |
| 19                          | <b><u>CORSI SUPERIORI DI FORMAZIONE DI F.A. E/O INTERFORZE</u></b> (5) |  | <b><u>PERIODI ED ESITO</u></b>                  |                        |
|                             | <b><u>ALTRI CORSI</u></b> (6)                                          |  | <b><u>PERIODI ED ESITO</u></b>                  |                        |
| 20                          | <b><u>LINGUE ESTERE</u></b>                                            |  | <b><u>GRADO DI CONOSCENZA E ANNO</u></b>        |                        |
| a. ACCERTATE                |                                                                        |  | a. SLP (STANAG 6001 - Livello e percentuale)    |                        |
| b. ACCERTATE                |                                                                        |  | b. Grado diverso o antecedente allo STANAG 6001 |                        |
| c. NON ACCERTATE/DICHIARATE |                                                                        |  | Sufficiente                                     | Buono      Molto Buono |
| 21                          | <b><u>ABILITAZIONE INFORMATICA</u></b>                                 |  |                                                 |                        |
| a. Programmatore (6):       | Corso:                                                                 |  |                                                 |                        |
| b. Analista (6):            | Corso:                                                                 |  |                                                 |                        |
| 22                          | <b><u>CONOSCENZA INFORMATICA</u></b>                                   |  |                                                 |                        |
| a. PC:                      | b. Sistemi Operativi:                                                  |  |                                                 |                        |
| c. Word Processor:          | d. Software:                                                           |  |                                                 |                        |
| e. Altro:                   |                                                                        |  |                                                 |                        |

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| <b>23</b> | <b><u>ONORIFICENZE E RICOMPENSE</u></b>                                                                                                                                                                                            |                                                             |
| <b>24</b> | <b><u>PUBBLICAZIONI</u></b> (6)                                                                                                                                                                                                    |                                                             |
| <b>25</b> | <b><u>POSIZIONE IN GRADUATORIA</u></b> (7)<br><br>** SU **                                                                                                                                                                         | <b>26 <u>ESITO DELLE VALUTAZIONI AL GRADO SUPERIORE</u></b> |
| <b>27</b> | <b><u>QUALIFICHE RIPORTATE NELLA VALUTAZIONE CARATTERISTICA RELATIVA AI PRINCIPALI INCARICHI INDICATI E COMUNQUE DEGLI ULTIMI 10 ANNI</u></b>                                                                                      |                                                             |
| <b>28</b> | <b><u>PRECEDENTI DISCIPLINARI DEGLI ULTIMI 5 ANNI</u></b>                                                                                                                                                                          |                                                             |
|           | a. Provvedimenti di corpo: _____ durata _____ anno _____<br>b. Provvedimenti di stato: _____ durata _____ anno _____<br>c. Negativo: _____                                                                                         |                                                             |
| <b>29</b> | <b><u>PRECEDENTI PENALI</u></b>                                                                                                                                                                                                    |                                                             |
| <b>30</b> | <b><u>NULLA OSTA DI SEGRETEZZA</u></b> (8)                                                                                                                                                                                         | <b>31 <u>DATA DI SCADENZA</u></b>                           |
|           | <input style="border: 1px solid black; padding: 2px 10px;" type="checkbox"/> SI <div style="margin: 0 10px;">Barrare la casella di inter</div> <input style="border: 1px solid black; padding: 2px 10px;" type="checkbox"/> NO     |                                                             |
| <b>30</b> | <b><u>ASSICURA LA PERMANENZA NELL'INCARICO?</u></b> (9)                                                                                                                                                                            |                                                             |
|           | <input style="border: 1px solid black; padding: 2px 10px;" type="checkbox"/> SI <div style="margin: 0 10px;">Barrare la casella di interesse</div> <input style="border: 1px solid black; padding: 2px 10px;" type="checkbox"/> NO |                                                             |



**INFORMAZIONI AGGIUNTIVE** (10)

*Ai sensi della Legge 675 / 96 i dati personali contenuti in questo modulo saranno trattati esclusivamente per lo svolgimento dei compiti di ufficio e non saranno comunicati o diffusi a soggetti non appartenenti all'Amministrazione Difesa.*

***Firma di convalida*** (11)

**Note:**

- (1) Se coniugato con prole, indicare il numero dei figli.
- (2) Indicare il Corso Normale d'Accademia (Militare, Navale o Aeronautica) o l'Istituto/Corso di Formazione (es: Scuola di Applicazione - Corso per Ufficiali del Corpo Tecnico; Accademia Navale - Corsi Ruoli Speciali/Nomina Diretta; Scuola di Applicazione A.M. - Corso Allievi Ufficiali di Complemento; Scuola Allievi Sottufficiali; ecc.).
- (3) Per gli incarichi di comando, menzionare i periodi svolti a partire dal C.do di Btg od equivalente a seconda della F.A. di appartenenza.
- (4) Per i provenienti dai Corsi Normali dell'Accademia, oltre all'eventuale Diploma di Laurea conseguito al termine del Corso, indicare anche il Diploma di Scuola Media Superiore di ingresso.
- (5) Es: Scuola di Guerra (S.G.); Istituto di Guerra Marittima (I.G.M.); Scuola di Guerra Aerea (S.G.A.); Istituto Superiore Stati Maggiori Interforze (I.S.S.M.I.); Istituto Alti Studi per la Difesa (I.A.S.D.); ecc.
- (6) Menzionare solo quelli riportati a matricola.
- (7) Per gli Ufficiali del Ruolo Normale, l'attuale posizione nella graduatoria del corso di appartenenza; per il Ruolo Speciale, la posizione indicata negli annuari di FA a parità di anzianità di spallina.
- (8) Specificare se l'interessato possiede il livello di NOS previsto per l'incarico barrando la casella **SI** o **NO** e indicando solo la data di scadenza. Qualora diverso da quello previsto, specificare la data di inoltro della richiesta di elevazione/rinnovo.
- (9) Se non diversamente specificato, 3 anni per gli Ufficiali, 5 anni per i Sottufficiali. In caso contrario specificarne le motivazioni nel campo "Informazioni Aggiuntive".
- (10) Evidenziare tutti gli elementi che concorrono a rendere idoneo il candidato per la posizione cui viene proposto e fornire una previsione sugli impegni che la F.A. ha previsto nel breve/medio termine (es. periodi di impiego fuori area e/o corsi attinenti l'iter formativo quali ISSMI ed altri specifici di F.A.).
- (11) Capo Ufficio dell'Organo di impiego o suo delegato.

**Grado COGNOME Nome**

**(data)** \*\* - \*\* - \*\*\*\*

# CURRICULUM VITAE

|                                 |                             |                                 |                                 |
|---------------------------------|-----------------------------|---------------------------------|---------------------------------|
| <u><b>NAME</b></u>              | <u><b>INITIAL</b></u><br>// | <u><b>RANK AND DATE</b></u>     | <u><b>DATE OF BIRTH</b></u>     |
| <u><b>NATIONALITY</b></u>       |                             | <u><b>BRANCH OF SERVICE</b></u> |                                 |
| <u><b>RECORD OF SERVICE</b></u> | <u><b>APPOINTMENT</b></u>   | <u><b>DATES</b></u>             | <u><b>DUTIES PERFORMED</b></u>  |
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| <u><b>COURSES</b></u>           |                             |                                 | <u><b>DATES</b></u>             |
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| <u><b>LANGUAGES</b></u>         |                             |                                 | <u><b>SLP (STANAG 6001)</b></u> |
|                                 |                             |                                 |                                 |
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| <b><u>AWARDS AND DECORATIONS</u></b> |  |
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| <b><u>CIVIL STATUS</u></b>           |  |
|                                      |  |
| <b><u>SECURITY CLEARANCE</u></b>     |  |