



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M\_DGCIV

Prot. Nr.15539

Del 24/02/2010

PARTENZA

## A INDIRIZZI IN ALLEGATO

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

*seg.f.n. 89152 del 17/12/2008*

Lo Stato Maggiore della Difesa ha reso noto che è disponibile il posto a status internazionale presso la NATO di cui alla tabella sottoindicata.

I dipendenti civili dell'A.D., interessati al posto sottoindicato, dovranno inviare la propria candidatura, attenendosi a quanto richiesto dal bando, all'Organismo Internazionale che ha promosso l'iniziativa, trasmettendo nel contempo altro originale di detta documentazione al 3° Reparto – 8^ Divisione – 1^ Sezione di questa Direzione Generale.

Si fa presente, che il bando e la relativa modulistica 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).**

| Posto             | Località           | Descrizione                              | Pos.econ.richiesta       | Lingua  | Scadenza   |
|-------------------|--------------------|------------------------------------------|--------------------------|---------|------------|
| N.CDS<br>MAX 0030 | Napoli<br>(Italia) | “Technician<br>(Information<br>Systems)” | B4 (equiv.p.e.A2-<br>F2) | inglese | 03/03/2010 |

**IL DIRETTORE DELLA DIVISIONE**

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

**NATO JOB DESCRIPTION**

Printed: 11/11/2009 18:32:53

ECR Initiated

**PART I - JOB IDENTIFICATION**

|                       |                                  |                      |                                   |             |             |
|-----------------------|----------------------------------|----------------------|-----------------------------------|-------------|-------------|
| <b>Job Title</b>      | Technician (Information Systems) |                      |                                   | <b>Date</b> | 29 Jul 2009 |
| <b>PE Post Number</b> | CDS MAX 0030                     | <b>Command</b>       | NATO CIS Services                 |             |             |
| <b>Rank/Grade</b>     | B-4                              | <b>HQ</b>            | 2nd NATO Signal Battalion         |             |             |
| <b>Nationality</b>    |                                  | <b>Division</b>      | Maintenance and Support Company   |             |             |
| <b>Service</b>        |                                  | <b>Branch</b>        | Information System Administration |             |             |
| <b>Job Code</b>       | 523F/523P                        | <b>Duty Location</b> | Naples (ITA)                      |             |             |

**PART II - PE DETAILS****A. POST CONTEXT**

The 2nd NATO Signal Battalion provides communication and information system facilities and services for deployed NATO headquarters. MAINTENANCE AND SUPPORT COMPANY is responsible for technical support, level 2 maintenance of CIS and Non-Cis equipment as well as supply for the NATO Signal Battalion. INFORMATION SYSTEM ADMINISTRATION is responsible for the installation, operation and level 2 maintenance (IO&M) of local area communications and information systems (CIS) and services at deployed NATO locations. The incumbent is responsible for in technical support of deployable NCSA AIS assets.

**B. REPORTS TO**

Chief (Information Systems Administration), CDS MAX 0010.

**C. PRINCIPAL DUTIES**

The incumbent's duties are:

1. Assists System Engineer (IS) in technical support of all NSB assigned AIS assets.
2. Assists the systems engineer (IS) to ensure that preparation, operation and maintenance of all AIS assets is kept at highest standards to allow rapid deployment.
3. Assist in field level maintenance of all equipment, assists at interoperability trials, performs on-the-job training for newly assigned personnel.
4. Supervises system deployment verifying overall integrity of all systems in full operation.
5. Supervises military technicians in the system deployment, trouble-shooting and day-to-day administration.
6. The post will be required to deploy for operations and exercises.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

There are no first line reporting responsibilities.

**D. ADDITIONAL DUTIES**

"THE INCUMBENT MAY BE REQUIRED TO UNDERTAKE OPERATIONAL DEPLOYMENTS AND/OR TDY ASSIGNMENTS ON SHORT NOTICE BOTH WITHIN AND OUTSIDE OF NATO'S BOUNDARIES THAT MAY EXCEED 30 DAYS DURATION. THE INCUMBENT OF THIS POST AGREES TO SHORT-NOTICE DEPLOYMENTS IN EXCESS OF 30 DAYS BY ACCEPTING AN EMPLOYMENT CONTRACT LINKED TO THIS JOB DESCRIPTION, WHICH CARRIES A REQUIREMENT FOR THE INCUMBENT TO DEPLOY IF SO REQUIRED BY MANAGEMENT."

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

### **PART III – QUALIFICATIONS**

#### **A. ESSENTIAL QUALIFICATIONS**

##### **1. Professional/Experience**

Experience in planning, designing, developing maintaining and monitoring electronic equipment, machinery and systems, including computers and equipment for communication.

Experience in Information Systems Engineering, Maintenance and Operations - ADP quipment/Computers.

##### **2. Education/Training**

Higher Secondary education and intermediate vocational training in telecommunications, information technology, computer science, electronics or related discipline which might lead to a formal qualification with some 2-3 years experience, or a Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

##### **3. Security Clearance**

NATO SECRET

##### **4. Language**

English SLP 3322 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

##### **5. Standard Automatic Data Processing Knowledge**

|                             |                   |
|-----------------------------|-------------------|
| Word Processing:            | Working Knowledge |
| Spreadsheet:                | Working Knowledge |
| Graphics Presentation:      | Working Knowledge |
| Database:                   | Basic Knowledge   |
| eMail Clients/Web Browsers: | Working Knowledge |
| Web Content Management:     | Basic Knowledge   |

#### **B. DESIRABLE QUALIFICATIONS**

##### **1. Professional/Experience**

- Previous experience in modern information systems technology.
- Familiarity with NATO's Core AIS networks and international civilian, military and NATO standards for data processing.
- Hands-on on sophisticated test equipment and tools for information systems.

##### **2. Education/Training**

University degree in a field related to the functions of the post.

##### **3. Language - None**

#### **C. CIVILIAN POSTS**

##### **1. Personal Attributes**

Since he works in Maintenance and Support Company and due to the fact he has to interact with the Battalion HQ and with the DCMs, a good leadership and a cooperative approach is required.

**2. Managerial Responsibilities - None****3. Professional Contacts**

The incumbent will have contact within NSB, and DCMs IS specialists.

**4. Contribution to the Objectives**

The position directly involves the IS maintenance which affects the NSBs mission accomplishment both in a static peace headquarters and a deployed capacity. Requires the ability to coordinate CIS-related vision into a cohesive and defendable resource plan.

**5. Work Environment**

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

**D. REMARKS**

The following NATO Occupational Codes (NOCs) are relative to this post:

**Primary: 523F Electronics and automation**

The study of planning, designing, developing maintaining and monitoring electronic equipment, machinery and systems. It includes designing computers and equipment for communication. (specialisation: Computer engineering) [Ref: UNESCO ISCED 1997:523]

**Primary Skill Level: Assist:** Works under routine supervision, uses minor discretion in resolving problems or enquiries without frequent reference to others. Performs a range of different work activities in a variety of structured environments, using appropriate methods, tools and applications in a rational and organised approach. Plans and schedules own work within short time horizons. May have some influence within own domain and also have some contact with external organisations, HQs and agencies. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

Information Systems Engineering, Maintenance and Operations - ADP Equipment/Computers.

**Secondary: 523P Electronics and automation**

The study of planning, designing, developing maintaining and monitoring electronic equipment, machinery and systems. It includes designing computers and equipment for communication. (specialisation: Telecommunication technology) [Ref: UNESCO ISCED 1997:523]

**Secondary Skill Level: Assist:** Works under routine supervision, uses minor discretion in resolving problems or enquiries without frequent reference to others. Performs a range of different work activities in a variety of structured environments, using appropriate methods, tools and applications in a rational and organised approach. Plans and schedules own work within short time horizons. May have some influence within own domain and also have some contact with external organisations, HQs and agencies. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

I



NORTH ATLANTIC TREATY ORGANIZATION  
NATO HEADQUARTERS - RECRUITMENT SERVICE - 1110 BRUSSELS, BELGIUM

ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD  
SIEGE DE L'OTAN - SERVICE DU RECRUTEMENT - 1110 BRUXELLES, BELGIQUE  
Telephone/Téléphone : (32 [0] 2) 707.41.11 - Telefax/Télécopie : (32 [0] 2) 707.36.77 - E-mail : Recruitment.A@hq.nato.int (A Grades)  
Recruitment.LBC@hq.nato.int (B, C and L Grades)



## APPLICATION FOR EMPLOYMENT - QUESTIONNAIRE D'EMPLOI

### INTERNATIONAL STAFF - SECRÉTARIAT INTERNATIONAL

The original(s)/hard copies of this form, must be sent **either** by mail **or** in electronic format.

Applications for vacancies in NATO bodies or agencies **other than** NATO International Staff **must** be sent to the address indicated in the post description itself, and **not** to NATO HQ. It will **not** be possible for us to return any incorrectly addressed applications.

Candidates will be required to provide the information marked "Optional" if shortlisted.

*La version originale ou copie papier de ce formulaire doit être renvoyée soit par courrier, en double exemplaire, soit par courrier électronique. Veuillez noter que les candidatures pour des postes vacants dans des organismes ou agences de l'OTAN autres que le Secrétariat international doivent être envoyées à l'adresse indiquée dans la description de poste correspondante, et non au siège de l'OTAN. Il ne sera pas possible de retourner aux destinataires les candidatures envoyées à la mauvaise adresse. Les informations identifiées comme "Optionnelles" devront être fournies en cas de présélection.*

### PERSONAL & CONFIDENTIAL / PERSONNEL & CONFIDENTIEL

1. Reference number of the vacancy  
NB: Spontaneous applications will not be accepted. It is mandatory to apply for a specific post and quote the reference number.  
*Numéro de référence du poste vacant*  
NB : Il est obligatoire de poser sa candidature pour un poste spécifique et de mentionner le numéro de référence. Les candidatures spontanées ne seront pas acceptées.

2.a Surname/Nom de famille

2b. Maiden name, if applicable/Nom de jeune fille, le cas échéant  
(Optional/Optionnel)

2.c First name/Prénom

2d. Middle name/Second prénom

3.a Home address/Adresse permanente

3.b Postal address for correspondence (if different from 3.a)/Adresse postale pour la correspondance (si différente de 3.a)

If special post/mail boxes are used, please also provide full address, including street name, number and area codes as these are required when sending mail via special courier/En cas d'utilisation d'une boîte postale, veuillez également mentionner l'adresse complète (rue, numéro et code postal, ceux-ci étant indispensables lors d'envois par courriers express).

3.c E-mail address (necessary for invitations to tests/interviews)/  
Adresse électronique (indispensable pour les invitations aux tests/entrevues)

3.d Telephone/Téléphone Home/Privé  
Office/Bureau  
Mobile phone/GSM

3e. Telefax/Télécopie Home/Privé  
Office/Bureau

3.f For non-Belgian candidates living in Belgium: are you registered as living/resident in Belgium? State type and N° of Belgian identity card/residence permit/À l'intention des candidat(e)s n'ayant pas la nationalité belge mais habitant en Belgique : êtes-vous enregistré(e) en tant que personne habitant/résidant en Belgique ? Indiquez le type et le numéro de votre carte d'identité/permis de séjour belge.

Date of entry into Belgium (whether or not officially registered in this country)/  
Date d'entrée en Belgique (que vous soyez officiellement enregistré(e) ou non dans ce pays)

4. Marital status/État civil : (Optional/Optionnel)  
Single/Célibataire ☐ Married/Marié(e) ☐ Widowed/Veu(f)ve ☐ Divorced/Divorcé(e) ☐ Separated/Séparé(e) ☐ Cohabiting/Cohabitation ☐

|                                         |                                                             |                                                                                  |                                                                                   |                                                 |                                                                                                      |
|-----------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 5. Sex/Sexe<br>(Optional/<br>Optionnel) | Date of birth/<br>Date de naissance<br>(Optional/Optionnel) | Country and place of birth/<br>Pays et lieu de naissance<br>(Optional/Optionnel) | a. Nationality at birth/<br>Nationalité à la<br>naissance<br>(Optional/Optionnel) | b. Present nationality/<br>Nationalité actuelle | if a. & b. are different,<br>attach explanations/<br>Si a. et b. différents,<br>joindre explications |
|-----------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------|

c. Indicate any physical defects or chronic illness.  
Indiquez tout handicap physique ou maladie chronique.  
(Optional/Optionnel)

## PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

ANSWER EACH QUESTION COMPLETELY IN **ENGLISH** OR IN **FRENCH**. IF YOU ARE NOT SENDING YOUR APPLICATION ELECTRONICALLY, TYPE OR PRINT CLEARLY IN INK. IF CERTAIN ITEMS REQUIRE MORE SPACE, USE THE LAST PAGE OF THIS FORM, OR, IF NECESSARY, CONTINUE ON PLAIN PAPER. DO NOT LEAVE BLANKS - ALL ITEMS **MUST** BE COMPLETED.

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, if unsuccessful, these files will be destroyed.

Candidates are advised that part of the recruitment process includes a security investigation, medical analyses and a physical check-up with the NATO Medical Adviser.

## VEUILLEZ LIRE AVEC ATTENTION LES INSTRUCTIONS SUIVANTES

RÉPONDEZ EN DÉTAIL À CHACUNE DES QUESTIONS (EN **FRANÇAIS** OU EN **ANGLAIS**). SI VOUS N'ENVOYEZ PAS VOTRE FORMULAIRE ÉLECTRONIQUEMENT, VOS RÉPONSES SERONT DACTYLOGRAPHIÉES OU ÉCRITES DISTINCTEMENT EN LETTRES MAJUSCULES. SI VOUS MANQUEZ DE PLACE, UTILISEZ LA DERNIÈRE PAGE DU FORMULAIRE ET CONTINUEZ, AU BESOIN, SUR UNE FEUILLE SÉPARÉE. NE LAISSEZ AUCUN BLANC. IL EST IMPÉRATIF DE RÉPONDRE À TOUTES LES QUESTIONS.

Vous serez invité(e) à produire les pièces établissant l'exactitude de vos déclarations. N'envoyez cependant aucun document avant d'y avoir été invité(e) par l'Organisation; n'envoyez jamais l'original des lettres de référence ou des attestations à moins que celles-ci ne soient destinées à l'usage exclusif de l'Organisation.

Les formulaires de demande d'emploi ne sont pas renvoyés aux candidat(e)s. Le dossier est détruit lorsque la candidature n'est pas retenue.

Les candidat(e)s voudront bien noter que, dans le cadre du recrutement, il sera procédé à une enquête de sécurité, à des analyses médicales et à un bilan de santé auprès du médecin conseil de l'OTAN.

### 6. Give the following information about your spouse/cohabitant and children.

Donnez les renseignements suivants concernant votre conjoint(e)/cohabitant(e) et vos enfants.

(Optional/Optionnel)

| Name-First Name / Nom-Prénom | Occupation<br>Occupation | Date of birth<br>Date de naissance | Relationship<br>Degré de parenté | Financially dependent<br>Financièrement à charge |                          |
|------------------------------|--------------------------|------------------------------------|----------------------------------|--------------------------------------------------|--------------------------|
|                              |                          |                                    |                                  | Yes<br>Oui                                       | No<br>Non                |
|                              |                          |                                    |                                  | <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"/> |

### 7. EDUCATION AND TRAINING

#### ÉTUDES ET FORMATION

SECONDARY EDUCATION (in chronological order)/ENSEIGNEMENT SECONDAIRE (dans l'ordre chronologique)

| Name of establishment<br>Nom de l'établissement<br>Town & country/Ville et pays | Years from ... to ...<br>Années d'études<br>de ... à ... | Certificates and/or diplomas obtained including grades achieved<br>Certificats, diplômes et/ou titres obtenus |
|---------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
|                                                                                 |                                                          |                                                                                                               |
|                                                                                 |                                                          |                                                                                                               |
|                                                                                 |                                                          |                                                                                                               |

HIGHER EDUCATION (in chronological order)/FORMATION SUPÉRIEURE (dans l'ordre chronologique)

| Name of establishment<br>Nom de l'établissement<br>Town & country/Ville et pays | Years from ... to ...<br>Années d'études<br>de ... à ... | Certificates and/or diplomas obtained including grades achieved<br>Certificats, diplômes et/ou titres obtenus |
|---------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
|                                                                                 |                                                          |                                                                                                               |
|                                                                                 |                                                          |                                                                                                               |
|                                                                                 |                                                          |                                                                                                               |

**7. EDUCATION AND TRAINING (Cont'd)**  
**ETUDES ET FORMATION (Suite)**

**UNIVERSITY EDUCATION OR EQUIVALENT**  
**ENSEIGNEMENT UNIVERSITAIRE OU ÉQUIVALENT**

| Name of establishment<br>Town & country<br>Nature of studies (full-time, evening, etc.)<br><i>Nom de l'établissement - Ville et pays</i><br><i>Type d'études</i><br><i>(plein temps, cours du soir)</i> | Years from ... to ...<br><i>Années d'études</i><br><i>de ... à ...</i> | Certificates, diplomas and/or<br>grades obtained<br><i>Certificats, diplômes et/ou titres</i><br><i>obtenus</i> | Main subjects<br><i>Matières principales</i> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|                                                                                                                                                                                                         |                                                                        |                                                                                                                 |                                              |
|                                                                                                                                                                                                         |                                                                        |                                                                                                                 |                                              |
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|                                                                                                                                                                                                         |                                                                        |                                                                                                                 |                                              |
|                                                                                                                                                                                                         |                                                                        |                                                                                                                 |                                              |

**OTHER EDUCATION/TRAINING RECEIVED**  
**AUTRE FORMATION**

| Name of establishment<br>Town & country<br>Nature of studies (full-time, evening, etc.)<br><i>Nom de l'établissement - Ville et pays</i><br><i>Type d'études</i><br><i>(plein temps, cours du soir)</i> | Course followed, number of<br>years/months<br><i>Cours suivi et nombre de mois/années</i> | Certificates and/or diplomas obtained<br>including grades<br><i>Certificats, diplômes et titres obtenus</i> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                         |                                                                                           |                                                                                                             |
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|                                                                                                                                                                                                         |                                                                                           |                                                                                                             |
|                                                                                                                                                                                                         |                                                                                           |                                                                                                             |

- 8.** Have you completed all compulsory military service?    Yes ☐    No ☐    Military Rank  
Avez-vous effectué votre service militaire obligatoire?    Oui    Non    Grade militaire
- If yes, indicate dates :  
*Si oui, à quelles dates :* \_\_\_\_\_
- If not, give reasons :  
*Si non, donnez les raisons :* \_\_\_\_\_
- In case of exemption, give reasons :  
*En cas d'exemption donnez les raisons :* \_\_\_\_\_

**9. LANGUAGES/LANGUES**

| Mother tongue/ <i>Langue maternelle</i> | Understanding<br><i>Compréhension</i><br>Fluent-Good-Slight<br><i>Excellent-Bon-Faible</i> | Speaking<br><i>Expression Orale</i><br>Fluent-Good-Slight<br><i>Excellent-Bon-Faible</i> | Writing<br><i>Rédaction</i><br>Fluent-Good-Slight<br><i>Excellent-Bon-Faible</i> | Reading<br><i>Lecture</i><br>Fluent-Good-Slight<br><i>Excellent-Bon-Faible</i> |
|-----------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1.                                      |                                                                                            |                                                                                          |                                                                                  |                                                                                |
| 2.                                      |                                                                                            |                                                                                          |                                                                                  |                                                                                |

| Additional Languages/ <i>Autres langues</i><br>(in order of fluency/ <i>de votre langue forte à votre langue faible</i> ) | Understanding<br><i>Compréhension</i><br>Fluent-Good-Slight<br><i>Excellent-Bon-Faible</i> | Speaking<br><i>Expression Orale</i><br>Fluent-Good-Slight<br><i>Excellent-Bon-Faible</i> | Writing<br><i>Rédaction</i><br>Fluent-Good-Slight<br><i>Excellent-Bon-Faible</i> | Reading<br><i>Lecture</i><br>Fluent-Good-Slight<br><i>Excellent-Bon-Faible</i> |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1.                                                                                                                        |                                                                                            |                                                                                          |                                                                                  |                                                                                |
| 2.                                                                                                                        |                                                                                            |                                                                                          |                                                                                  |                                                                                |
| 3.                                                                                                                        |                                                                                            |                                                                                          |                                                                                  |                                                                                |
| 4.                                                                                                                        |                                                                                            |                                                                                          |                                                                                  |                                                                                |
| 5.                                                                                                                        |                                                                                            |                                                                                          |                                                                                  |                                                                                |
| 6.                                                                                                                        |                                                                                            |                                                                                          |                                                                                  |                                                                                |
| 7.                                                                                                                        |                                                                                            |                                                                                          |                                                                                  |                                                                                |

OFFICIAL LANGUAGE CERTIFICATES/*CERTIFICATS OFFICIELS D'APTITUDES LINGUISTIQUES* :

| Language/ <i>Langue</i> | Testing body/ <i>Organisme ayant délivré le certificat</i> | Level/Results<br><i>Niveau/Résultats</i> | Date |
|-------------------------|------------------------------------------------------------|------------------------------------------|------|
|                         |                                                            |                                          |      |
|                         |                                                            |                                          |      |
|                         |                                                            |                                          |      |

**10. TYPING/DACTYLOGRAPHIE :**

Only to be filled in when applying for a Secretarial/Administrative post (indicate speeds in words per minute).

*À remplir uniquement si vous postulez pour un emploi administratif/de secrétariat (indiquez la vitesse en mots-minute)*

| Typing :<br><i>Dactylographie</i> : | English/ <i>Anglais</i> |           | French/ <i>Français</i> |                  |
|-------------------------------------|-------------------------|-----------|-------------------------|------------------|
|                                     | Certificate speed       | Speed now | Vitesse diplôme         | Vitesse actuelle |
|                                     |                         |           |                         |                  |

Keyboard :

Clavier :

AZERTY ☐QWERTY ☐

Dictaphone :

Yes

*Oui* ☐

No

*Non* ☐**11.a IT SKILLS** (computer languages, various software used, DB used, etc)*COMPÉTENCES EN INFORMATIQUE (langages, logiciels utilisés, bases de données connues, etc.)***11.b** Indicate office machines or equipment you can use/*Veillez indiquer les machines ou le matériel de bureau que vous pouvez utiliser.***11.c** Type of Driving licence/*Type du permis de conduire*(only if required for the post/*uniquement si nécessaire pour le poste*)

Starting with your **PRESENT** post, list in reverse order every employment you have had. 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, you may continue on the last page of this form, and attach additional pages of the same size. **(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.)**

*En partant de votre poste **ACTUEL**, indiquez dans l'ordre chronologique inverse, tous les postes que vous avez occupés. Utilisez une case distincte pour chacun des postes. Mentionnez aussi vos états de service dans les forces armées et **indiquez toute période pendant laquelle vous n'auriez pas exercé d'activité rémunérée**. Continuez au besoin en dernière page du formulaire et sur des feuilles supplémentaires de même format. (Veuillez noter qu'il ne suffit pas simplement de répondre "voir curriculum vitae", même s'il vous est loisible d'en joindre un à votre formulaire).*

## 12. PRESENT EMPLOYMENT/EMPLOI ACTUEL

Dates of employment From To  
Durée d'emploi Du Au

Type of contract (indefinite, definite duration, auxiliary, etc. )  
Type de contrat (indéterminé, durée déterminée, auxiliaire, etc.)

Where appropriate : date of end of contract :  
Si nécessaire : date de fin de contrat :

Last annual salary  
Dernier traitement annuel

Name and address of employer  
Nom et adresse de l'employeur

Type of business of employer Title of your position  
Activité principale de l'organisme employeur Titre de votre poste

Number of employees under your direct supervision  
Nombre de personnes sous vos ordres

Place of employment  
Lieu d'affectation

Name and title of your supervisor  
Nom et titre de votre supérieur

Detailed description of your work  
Description détaillée de votre travail

Languages used  
Langues utilisées

Reason for wishing to leave  
Pourquoi désirez-vous changer d'emploi?

Would you/Comptez-vous : retire/prendre votre retraite ? ☐ resign from military status  
renoncer à votre statut de militaire ? ☐  
resign from current employment  
démissionner de votre emploi actuel ? ☐ apply for secondment  
demander un détachement ? ☐  
apply for leave without pay  
demander un congé sans solde ? ☐

Are you presently employed in a Civilian or Military capacity? (specify)  
Occupez-vous actuellement un poste civil ou un poste militaire? (précisez)

Do you currently hold a security clearance? At what level?  
Êtes-vous actuellement titulaire d'une habilitation de sécurité? De quel niveau ?

How much notice would you require to report to work or length of the legal notice period?  
Dans quel délai pourriez-vous entrer en fonctions ou durée du préavis légal ?

Have you any objections to our making inquiries to your present employer? Yes ☐ No ☐  
Voyez-vous des objections à ce que nous nous mettions en rapport avec votre employeur actuel? Oui Non

**13a. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**Dates of employment  
*Durée d'emploi*From  
*Du*To  
*Au*Last annual salary  
*Dernier traitement annuel*Name and address of employer  
*Nom et adresse de l'employeur*Type of business of employer  
*Activité principale de l'organisme employeur*Title of your position  
*Titre de votre poste*Number of employees under your direct supervision  
*Nombre de personnes sous vos ordres*Title of your supervisor  
*Titre de votre supérieur*Detailed description of your work  
*Description détaillée de votre travail*Place of employment/*Lieu d'affectation :*Languages used/*Langues utilisées :*Reason for leaving  
*Pourquoi avez-vous changé d'emploi?***b. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**Dates of employment  
*Durée d'emploi*From  
*Du*To  
*Au*Last annual salary  
*Dernier traitement annuel*Name and address of employer  
*Nom et adresse de l'employeur*Type of business of employer  
*Activité principale de l'organisme employeur*Title of your position  
*Titre de votre poste*Number of employees under your direct supervision  
*Nombre de personnes sous vos ordres*Title of your supervisor  
*Titre de votre supérieur*Detailed description of your work  
*Description détaillée de votre travail*Place of employment/*Lieu d'affectation :*Languages used/*Langues utilisées :*Reason for leaving  
*Pourquoi avez-vous changé d'emploi?*

**c. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**Dates of employment  
*Durée d'emploi*From  
*Du*To  
*Au*Last annual salary  
*Dernier traitement annuel*Name and address of employer  
*Nom et adresse de l'employeur*Type of business of employer  
*Activité principale de l'organisme employeur*Title of your position  
*Titre de votre poste*Number of employees under your direct supervision  
*Nombre de personnes sous vos ordres*Title of your supervisor  
*Titre de votre supérieur*Detailed description of your work  
*Description détaillée de votre travail*Place of employment/*Lieu d'affectation :*Languages used/*Langues utilisées :*Reason for leaving  
*Pourquoi avez-vous changé d'emploi?***d. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**Dates of employment  
*Durée d'emploi*From  
*Du*To  
*Au*Last annual salary  
*Dernier traitement annuel*Name and address of employer  
*Nom et adresse de l'employeur*Type of business of employer  
*Activité principale de l'organisme employeur*Title of your position  
*Titre de votre poste*Number of employees under your direct supervision  
*Nombre de personnes sous vos ordres*Title of your supervisor  
*Titre de votre supérieur*Detailed description of your work  
*Description détaillée de votre travail*Place of employment/*Lieu d'affectation :*Languages used/*Langues utilisées :*Reason for leaving  
*Pourquoi avez-vous changé d'emploi?*

**e. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**

|                                                                                                 |                                                             |                 |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------|
| Dates of employment<br><i>Durée d'emploi</i>                                                    | From<br><i>Du</i>                                           | To<br><i>Au</i> |
| Last annual salary<br><i>Dernier traitement annuel</i>                                          |                                                             |                 |
| Name and address of employer<br><i>Nom et adresse de l'employeur</i>                            |                                                             |                 |
| Type of business of employer<br><i>Activité principale de l'organisme employeur</i>             | Title of your position<br><i>Titre de votre poste</i>       |                 |
| Number of employees under your direct supervision<br><i>Nombre de personnes sous vos ordres</i> | Title of your supervisor<br><i>Titre de votre supérieur</i> |                 |
| Detailed description of your work<br><i>Description détaillée de votre travail</i>              |                                                             |                 |
|                                                                                                 |                                                             |                 |
|                                                                                                 |                                                             |                 |
|                                                                                                 |                                                             |                 |
| Place of employment/ <i>Lieu d'affectation</i> :                                                |                                                             |                 |
| Languages used/ <i>Langues utilisées</i> :                                                      |                                                             |                 |
| Reason for leaving<br><i>Pourquoi avez-vous changé d'emploi?</i>                                |                                                             |                 |

**14a.** Are you now or have you ever been a permanent civil servant in your government's employ? If yes, please give the name of your administration and dates of duty./*Êtes-vous actuellement ou avez-vous jamais été fonctionnaire titulaire dans votre pays ? Si oui, pour quelle administration et à quelles dates ?*

**b.** If you are or have been a NATO Civilian, please indicate last grade and step held, and specify in which NATO body you are/were employed./*Si vous êtes ou avez été un membre du personnel civil de l'OTAN, précisez vos derniers grade et échelon et indiquez dans quel organisme de l'OTAN vous êtes/étiez employé(e).*

**c.** If you are or have been employed as a civilian in one of the Coordinated Organizations, please indicate last grade and step held, and specify in which organization you are/were employed./*Si vous êtes ou avez été un membre du personnel civil d'une des Organisations coordonnées, indiquez vos derniers grade et échelon et précisez dans quelle organisation vous êtes/avez été employé(e).*

Council of Europe (CE)  
*Conseil de l'Europe (CE)*

European Space Agency (ESA)  
*Agence spatiale européenne (ASE)*

Organization of Economic co-operation & Development (OECD)  
*Organisation de coopération et de développement économiques (OCDE)*

Western European Union (WEU)  
*Union de l'Europe occidentale (UEO)*

European Centre for Medium-Range Weather forecasts (ECMWF)  
*Centre européen pour les prévisions météorologiques à moyen terme (CEPMET)*

North Atlantic Treaty Organization (NATO)  
*Organisation du Traité de l'Atlantique Nord (OTAN)*

**d.** Are any members of your family (or is your cohabitant) employed by one of the NATO bodies? Yes ☐ No ☐  
*Un membre de votre famille (ou votre cohabitant(e)) est-il(elle) employé(e) dans un organisme de l'OTAN ? Oui*

| Name<br><i>Nom</i> | Civilian<br><i>Civil</i> | Military<br><i>Militaire</i> | Relationship<br><i>Degré de parenté</i> | Name of NATO Body<br><i>Nom de l'organisme OTAN</i> | Grade and step<br><i>Grade et échelon</i> |
|--------------------|--------------------------|------------------------------|-----------------------------------------|-----------------------------------------------------|-------------------------------------------|
|                    | <input type="checkbox"/> | <input type="checkbox"/>     |                                         |                                                     |                                           |
|                    | <input type="checkbox"/> | <input type="checkbox"/>     |                                         |                                                     |                                           |
|                    | <input type="checkbox"/> | <input type="checkbox"/>     |                                         |                                                     |                                           |
|                    | <input type="checkbox"/> | <input type="checkbox"/>     |                                         |                                                     |                                           |

15. List professional societies to which you belong and your activities in public or international affairs.  
*Énumérez les associations professionnelles dont vous êtes membre; vos activités publiques et internationales.*

16. List but do not attach any significant publications you have written.  
*Énumérez sans les joindre tous travaux importants que vous pouvez avoir publiés.*

17. Social activities and sports/particular abilities or interests.  
*Activités sociales et sportives/aptitudes ou centres d'intérêt particuliers.*

18. **TRAVEL :** List periods of residence away from your home country (holidays excluded).  
**VOYAGES :** *Énumérez vos séjours à l'étranger (vacances non comprises).*

| Country<br>Pays | Reasons for visit or residence<br><i>Raisons du voyage ou du séjour</i> | Dates |
|-----------------|-------------------------------------------------------------------------|-------|
|                 |                                                                         |       |
|                 |                                                                         |       |
|                 |                                                                         |       |
|                 |                                                                         |       |
|                 |                                                                         |       |

19. 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)?  
*Avez-vous jamais été arrêté(e), inculpé(e) ou poursuivi(e) au tribunal? Avez-vous jamais été reconnu(e) coupable ou condamné(e) à une peine d'amende ou de prison pour un délit (autre qu'une infraction mineure en matière de circulation routière) ?*

Yes ☐ No ☐  
Oui Oui Non

If "yes" give full particulars of each case in an attached statement.  
*Dans l'affirmative, faites un exposé détaillé et complet de chaque cas ; utilisez une feuille séparée.*

**20. REFERENCES:** 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 COULD BE CONTACTED WITHOUT PRIOR NOTICE TO CANDIDATES.**

**RÉPONDANTS :** Donnez le nom, l'adresse **et le numéro de téléphone** de trois personnes n'ayant avec vous aucun lien de parenté et connaissant votre moralité et vos titres. Ne mentionnez pas les chefs de service indiqués sous les rubriques **13 et 14**.

**VEUILLEZ NOTER QUE L'ORGANISATION POURRA PRENDRE CONTACT AVEC VOS RÉPONDANTS SANS VOUS EN AVERIR AU PRÉALABLE**

| Name<br>Nom | Full address<br>Adresse complète | Telephone number<br>N° de Téléphone | Profession |
|-------------|----------------------------------|-------------------------------------|------------|
| 1.          |                                  |                                     |            |
|             |                                  |                                     |            |
| 2.          |                                  |                                     |            |
|             |                                  |                                     |            |
| 3.          |                                  |                                     |            |
|             |                                  |                                     |            |

**21.** State any other relevant facts not covered earlier in this application.

*Indiquez tous autres faits utiles non mentionnés dans ce questionnaire.*

**22.** I certify that the statements made by me in answer to the foregoing questions 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 renders a staff member of NATO liable to termination or dismissal.

*Je certifie que les déclarations faites par moi en réponse aux questions ci-dessus sont, dans toute la mesure où je puis en être certain(e), vraies, complètes et exactes. Je prends note du fait que toute déclaration inexacte ou omission importante dans un questionnaire d'emploi ou toute autre pièce requise par l'Organisation expose un fonctionnaire de l'OTAN au licenciement ou au renvoi.*

**Date :**

**Signature :**

(NOT OBLIGATORY IN CASE OF ELECTRONIC APPLICATION  
PAS OBLIGATOIRE EN CAS DE CANDIDATURE ÉLECTRONIQUE)

**A hard copy of the Application Form with passport-size photograph and original signature will be required if you are invited for test/interview.**

**Les candidat(e)s invité(s) pour les tests/entrevues devront fournir une copie du questionnaire d'emploi munie d'une photo d'identité et d'une signature originale.**

## Allegato “C”

## FOTOGRAFIA

MOD. 1/A

## SCHEDA BIOGRAFICA (fac-simile)

- Parte Prima -

|                                    |                                     |                                 |                                                  |
|------------------------------------|-------------------------------------|---------------------------------|--------------------------------------------------|
| 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) |

[illegible]

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

|                             |                                                                            |  |                                                 |                        |
|-----------------------------|----------------------------------------------------------------------------|--|-------------------------------------------------|------------------------|
| 18                          | <b><u>TITOLI DI STUDIO</u></b> (4)                                         |  |                                                 |                        |
| 19                          | <b><u>CORSI SUPERIORI DI FORMAZIONE DI<br/>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="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> SI <div style="margin: 0 20px;">Barrare la casella di inter</div> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> NO     |                                                             |
| <b>30</b> | <b><u>ASSICURA LA PERMANENZA NELL'INCARICO?</u></b> (9)                                                                                                                                                                                            |                                                             |
|           | <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> SI <div style="margin: 0 20px;">Barrare la casella di interesse</div> <input style="width: 50px; height: 20px; border: 1px solid black;" 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>NAME</u>              | <u>INITIAL</u><br>// | <u>RANK AND DATE</u>     | <u>DATE OF BIRTH</u>     |
| <u>NATIONALITY</u>       |                      | <u>BRANCH OF SERVICE</u> |                          |
| <u>RECORD OF SERVICE</u> | <u>APPOINTMENT</u>   | <u>DATES</u>             | <u>DUTIES PERFORMED</u>  |
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| <u>COURSES</u>           |                      |                          | <u>DATES</u>             |
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| <u>LANGUAGES</u>         |                      |                          | <u>SLP (STANAG 6001)</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>     |  |