



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M_DGCIV

Prot. Nr.8134

Del 01/02/2010

PARTENZA

A INDIRIZZI IN ALLEGATO

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

seg.f.n. 70419 del 14/10/2009

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 all'iniziativa, dovranno inviare entro il termine sottoindicato la propria candidatura, corredata dalla documentazione richiesta dal bando, all'Organismo Internazionale che ha promosso l'iniziativa, trasmettendo nel contempo altro originale di detta documentazione - unitamente alla prova dell'avvenuta ricezione della stessa da parte dell' Ente/Organismo che ha bandito il concorso - 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.OJN RHH 0110	Brunssum (NL)	"Civilian Human Resources Manager (Operations)"	Grado A2 (equiv.p.e.A3-F1)	inglese	18/02/2010

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

NOTIFICATION OF A VACANCY
AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

DUTY LOCATION: BRUNSSUM, NL

JOB TITLE: Civilian Human Resources Manager (Operations)
Civilian Human Resources Section – Human Resources Branch
Resources Directorate - JFC HQ Brunssum

GRADE: A-2 POST NUMBER: OJN RHH 0110

CLOSING DATE: 5 March 2010

Post Context

JFC HQ Brunssum is the Headquarters at NATO's operational level of command that is capable of commanding one Major and two Small Joint Operations simultaneously. The Resources Directorate provides subject matter expertise and services in support of the JFC HQ and its operations. Human Resources Branch identifies implements and manages human resources requirements and organisational structures. The Civilian Human Resources Section delivers to assigned operations, JFC and designated NATO bodies, a civilian Human Resources management service, including developing, implementing and executing policies and procedures for the recruitment, employment life-cycle management, remuneration and separation of civilian manpower. The incumbent is responsible for the oversight of the utilisation of civilian personnel involved in assigned operations, as well as for the monitoring and support of the civilian personnel management.

Reports to

Section Head (Civilian Human Resources Section)

Duties

- Develops, maintains and revises civilian personnel policy for out-of-area operations under the operational control of JFC, including oversight of civilian personnel management and administration at NATO forward headquarters in the theatre(s) of operations.
- Provides input for JFC level Operations Plan of the deployment of NATO International Civilians (NIC), including driving the development of input from other Branches.
- Plans and implements pre-deployment measures; supervises training and acquisition of required supplies.
- Acquisition of equipment for civilian deployment: market study and specifications and develops policy and regulations to govern the acquisition, assignment, storage and restitution of purchased equipment.
- Ensures an accurate civilian deployment database.
- Acquisition and archiving of policy documents related to civilian deployment: current theatre risk assessment, entitlements
- Coordinates with sending and receiving headquarters: orders, security, travel, visas, point of contact (POC), personnel administration form (PAF), etc.
- Conducts or directs manning surveys

- Provides guidance and reach-back support to forward Civilian Personnel Officers (CPOs) in operational theatres.
- Keeps track and surveys the utilisation of civilians hired directly by the NATO Council Approved Operations (NCAO) entity.
- Maintains and reviews Civilian Personnel Policy (CPP) for the operational HQs to include salary reviews.
- Maintains contact with CPOs in theatre.
- Maintains familiarity with NCAO host nation labour legislation and practices, as well as international agreements, which could effect the employment and administration of civilians at forward HQs.
- Monitors the acquisition, administration and life-cycle management of civilians in support of Peace Support Operations (PSOs) and Crisis Response Operations (CROs), assisting theatre CPOs with recruitment and administration, as required.
- Supervises the work of one B-4, Assistant CRO.
- When assisting the CPO and acting on his behalf in supervising the NCAO CPO's, he/she is supervising two or more Civilian Personnel Officers and their respective staff (up to 10).

Manpower functions related to civilians in CROs and PSOs:

- Assists in effecting deployment of NATO international civilians.
 - Participates in Crisis Establishments (CE) changes relative to the civilian component in theatre.
 - Participates in the Crisis Resource Coordination Board (CRCB) for civilian requirements.
 - Works as a partner in coordination with the Manpower Branch on all operational organizational issues,
 - Monitors Support Senior Representatives (on a par with Senior National Representatives) for all JFC HQ PSO and CRO's. In this regard, the Civilian Personnel Office performs the functions of an International Civilian Support Element for all civilian personnel (on a par with National Military Support elements).
 - Develops and delivers briefs up to flag-officer level on civilian personnel management issues.
- Must be ready to support new missions to setup Civilian HRM to include the creation of the Civilian Personnel Policy and salary scales. To this effect, meets and negotiates with national authorities, representatives of international organisations, interested parties and stakeholders.
- If required, heads a deployable CPO team and may be deployed as Civilian Personnel Officer in theatre. During initial phase of the mission, incumbent is directly responsible for recruitment, selection and appointment of civilians supporting the mission.
- 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 incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

-The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk. Risk might increase when deployed on missions, exercises and temporary duty depending on the local situation.

QUALIFICATIONS

A. Essential

1. Professional/Experience.

- At least five years of recent professional experience in personnel management, of which three in the management of a personnel office in a supervisory role covering the full range of personnel operations in a CRO environment.
- Minimum three years' experience in a military headquarters/international organization.

2. Education/Training.

University Degree in human resources management, social sciences, law, business administration, public administration or related discipline and minimum 2 years related experience, or a Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with minimum 4 years' related experience.

3. Language.

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

"Good" English Language Skills are required

4. Standard Automated Data Processing (ADP) Knowledge.

Word Processing, Spreadsheet, Graphics presentation,
Database, E-mail Client/Web Browser: Good Working Knowledge

5. Personal Attributes.

The incumbent of this post will be working across a spectrum of personnel management issues. The incumbent will have had experience at the junior management level, such as leading a small team or instructing adult trainees. Works autonomously within the constraints of applicable policies and directives; supervisory review and guidance provided by Civilian Personnel Officer. The incumbent should possess inter-personal sensitivity, diplomacy and strong communication skills, required for interacting with a broad spectrum of ranks, grades nationalities and cultures. The incumbent's fluency and clarity of expression, maturity, poise, tact, firmness and persuasion will have a significant impact on the effectiveness of his/her leadership for theatre CPOs and of briefings delivered at flag-officer level. Discretion and professional judgment are required to make decisions on personnel recruitment and management issues within the general framework of available procedural guidance. Initiative and good judgment are required to interpret NATO Civilian Personnel Regulations and theatre Civilian Personnel Policy and to act as mediator when necessary. The incumbent must be able to set priorities and recommend policy changes aimed at improving management effectiveness and personnel efficiency. Frequently works under pressure, works long/irregular hours, carries high workload.

B. Desirable

1. Professional/Experience.

- Management of personnel recruitment and selection.
- Familiarity with international labour legislation and labour relations practices.
- Experience in developing written documents, reports and summaries in English.
- Knowledge of NATO regulations and procedures related to the administration of civilians employed in support of supported entities and forward commands.

2. Language.

English "Very Good"

C. Remarks

1. Professional Contacts

Intensive contact with all actors at many levels in NATO organization and missions to for influencing and monitoring execution, implementing and development of all civilian CRO related issues in a quick changing and developing environment. The incumbent executes duties and functions requiring frequent internal and external high level contacts including co-ordination and negotiation with senior civilian and military authorities. In representing J1 and the organization, the Administrator will be expected to make commitments with existing policy, on behalf of the Civilian Personnel Officer and the organization. Maturity, poise and persuasion are a must in dealing with external contacts. He / She routinely interacts with senior NATO authorities, external military and civilian contacts. Examples of such contacts include: Personnel managers in government and non-government organizations i.e. US embassy, OECD, OHR, UNMIB, Heads of National Statistic Offices, national and international authorities, governmental and non-governmental organisations, Director of SHAPE JOC J1, Director of Management NATO IS, Chairman NDMAA, Executive level of Van Breda Insurance Company.

2. Contribution to the Objectives

The incumbent contributes significantly to the effective Human Resources management of civilian personnel in NCAOs. He / she monitors and facilitates compliance between legislation and regulations connected to the administration of civilians employed in support of mission and base maintenance functions. Failure to fully achieve success in all aspects of this effort would have a negative effect on the achievement of COM JFC's and the forward commander's plans, policies and objectives related to civilian personnel and operations in Theatre. The successful accomplishment of these tasks will directly contribute to COM JFC's ability to execute the mission in accordance with operational priorities. In particular, the Administrator assists in developing procedures and policy in the own area of professional competence. He /She is due to the unique role a principal contributor to the J1 Division and JFC HQ decision making process with regard to civilian personnel in NCAOs.

CLOSING DATE FOR APPLICATION: 5 March 2010

Before applying: please carefully read 'General information for applicants' published on www.jfcbs.nato.int, **vacancies**.

Any application not in accordance with these instructions will not be accepted.



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 (Optional/ Optionnel)	Date of birth/ Date de naissance (Optional/Optionnel)	Country and place of birth/ Pays et lieu de naissance (Optional/Optionnel)	a. Nationality at birth/ Nationalité à la naissance (Optional/Optionnel)	b. Present nationality/ Nationalité actuelle	if a. & b. are different, attach explanations/ Si a. et b. différents, joindre explications
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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 Occupation	Date of birth Date de naissance	Relationship Degré de parenté	Financially dependent Financièrement à charge	
				Yes Oui	No Non
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

7. EDUCATION AND TRAINING

ÉTUDES ET FORMATION

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

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

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

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

OTHER EDUCATION/TRAINING RECEIVED
AUTRE FORMATION

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

- 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 <i>Compréhension</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Speaking <i>Expression Orale</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Writing <i>Rédaction</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Reading <i>Lecture</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>
1.				
2.				

Additional Languages/ <i>Autres langues</i> (in order of fluency/ <i>de votre langue forte à votre langue faible</i>)	Understanding <i>Compréhension</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Speaking <i>Expression Orale</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Writing <i>Rédaction</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Reading <i>Lecture</i> Fluent-Good-Slight <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 <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)

English/ <i>Anglais</i>		French/ <i>Français</i>	
Certificate speed	Speed now	Vitesse diplôme	Vitesse actuelle
Typing : <i>Dactylographie</i> :			
Dictaphone : Yes ☐ No ☐ <i>Oui</i> <i>Non</i>			

Keyboard :
Clavier :
 AZERTY ☐
 QWERTY ☐

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?
Voyez-vous des objections à ce que nous nous mettions en rapport avec votre employeur actuel?

Yes ☐ No ☐
Oui Non

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

Name <i>Nom</i>	Civilian <i>Civil</i>	Military <i>Militaire</i>	Relationship <i>Degré de parenté</i>	Name of NATO Body <i>Nom de l'organisme OTAN</i>	Grade and step <i>Grade et échelon</i>
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			

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 Pays	Reasons for visit or residence <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 DÉLÉGUÉ

Name Nom	Full address Adresse complète	Telephone number 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.

CURRICULUM VITAE

<u>NAME</u>	<u>INITIAL</u> //	<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>
			.
			—
			—
			—
			—
			-
<u>COURSES</u>			<u>DATES</u>
<u>LANGUAGES</u>			<u>SLP (STANAG 6001)</u>

<u>AWARDS AND DECORATIONS</u>	
<u>CIVIL STATUS</u>	
<u>SECURITY CLEARANCE</u>	

Allegato “C”

FOTOGRAFIA

MOD. 1/A

SCHEDA BIOGRAFICA (fac-simile)

- Parte Prima -

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

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

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

18	<u>TITOLI DI STUDIO</u> (4)			
19	<u>CORSI SUPERIORI DI FORMAZIONE DI F.A. E/O INTERFORZE</u> (5)		<u>PERIODI ED ESITO</u>	
	<u>ALTRI CORSI</u> (6)		<u>PERIODI ED ESITO</u>	
20	<u>LINGUE ESTERE</u>		<u>GRADO DI CONOSCENZA E ANNO</u>	
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	<u>ABILITAZIONE INFORMATICA</u>			
a. Programmatore (6):	Corso:			
b. Analista (6):	Corso:			
22	<u>CONOSCENZA INFORMATICA</u>			
a. PC:	b. Sistemi Operativi:			
c. Word Processor:	d. Software:			
e. Altro:				

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