

Civilian Personnel Office use only		ATTACH RECENT IDENTITY PHOTOGRAPH (passport size)
No.	Received on.	
Status:		
<b>Application for Civilian Employment</b>		
 <p style="text-align: center;">Application form to be submitted in duplicate (together with two copies of certificates covering the highest level of education) to</p> <p style="text-align: center;"><b>HEADQUARTERS ALLIED AIR COMMAND</b> Civilian Personnel Office 66877 Ramstein Air Base Germany</p> <p style="text-align: center;">Tel: 0049-(0)6371-40-2150/-2151 (Fax: - 2129) E-MAIL: <a href="mailto:airn.cpo@airn.nato.int">airn.cpo@airn.nato.int</a></p>		
1. Reference of the vacancy for which you are applying or the type of employment for which you are especially qualified:		
2.a. Surname:	2.b. First name(s):	2.c. Maiden name (if applicable):
3.a. Permanent address:	3.b. Mailing address (if different from 3.a.)	4. Telephone:  Home:  Work:  Fax:
5.a. Country and place of birth:	5.b. Date of birth:	6.a. Citizenship at birth:
	5.d. Status:  <input type="checkbox"/> Married  <input type="checkbox"/> Single <input type="checkbox"/> Other (explain)	
5.c. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		6.b. Citizenship now (if different from 6.a., explain).
7. Please give the following information about spouse and children:		
Name	Date of birth	Relationship

8.a. Secondary Education										
Name, Place and Country	Years and Months of attendance			Type of School	Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects					
	From		To							
8.b. Further Education										
Name, Place and Country	Years and Months of attendance			Type of School	Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects					
	From		To							
9.a. List professional societies to which you belong:										
9.b. List, but do not attach, any significant publications you have written:										
10. Languages: describe proficiency below, by ticking the appropriate box. Please start with your mother tongue.										
Language	Speaking			Reading			Writing			
	Very Good	Good	Fair	Very Good	Good	Fair	Very Good	Good	Fair	
11. Shorthand and typing: indicate speed in words per minute.										
	English			French			Other			
Typing:										
Shorthand:										
12. Indicate your computer skills.										
Hardware:										
Application Software:										
Computer Languages:										
13. Type(s) of driving licence										
14. Have you completed your compulsory military service?	<input type="checkbox"/> Not Applicable			<input type="checkbox"/> No			<input type="checkbox"/> Yes			Rank

If yes, indicate dates:	From		To	
If no, give reason:				
Do you have further service commitments?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please give details		

**15. EMPLOYMENT RECORD**

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

**A). PRESENT EMPLOYMENT**

Dates of employment	Since	
Net salary per annum	Starting	Present
Name and address of employer		
Tel. No.	Type of business	
Title of your position	Number of employees under your direct supervision	
Name and position of your supervisor		
Reason for wishing to leave your present employment		
Summary of your work:		

**B). PREVIOUS EMPLOYMENT**

Dates of employment	From	To
Net salary per annum	Starting	Present
Name and address of employer		
Tel. No	Type of business	
Title of your position	Number of employees under your direct supervision	
Name and position of your supervisor		
Reason for leaving your employment		
Summary of your work:		

**C). PREVIOUS EMPLOYMENT**

Dates of employment	From	To
Net salary per annum	Starting	Present
Name and address of employer		
Tel. No.	Type of business	
Title of your position	Number of employees under your direct supervision	
Name and position of your supervisor		

Reason for leaving your employment

Summary of your work:

D). PREVIOUS EMPLOYMENT

Dates of employment	From	To
Net salary per annum	Starting	Final
Name and address of employer		
Tel. No.	Type of business	
Title of your position	Number of employees under your direct supervision	
Name and position of your supervisor		
Reason for leaving your employment		
Summary of your work:		

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

Country	Reason	Dates (From - To)

17. Have you ever been convicted of an offence other than minor traffic violations?  
 No       Yes, nature of offence(s)

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

19.a. Would you object if we contact your present employer?       Yes:       No

19.b. Would you object if we contact your previous employer(s)?       Yes       No

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

Name	Full address	Telephone	Profession/Relationship

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

22. Are you willing to accept a post requiring travel? <input type="checkbox"/> Yes, frequently <input type="checkbox"/> Yes, occasionally <input type="checkbox"/> No	
23. How long is the notice period you would require before you could start employment?	
24. Are you related by blood or marriage to someone who works at the organisation to which you are applying? If yes, please list name(s), and relationship(s). <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name	Relationship
25. Do you agree to the organisation considering this application for other suitable vacancies which may arise with a period of 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you use additional sheets to this application form? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>“I am willing to undergo the prescribed medical examination prior to any appointment and have no objection to an investigation being conducted by the competent authorities of the state of which i am a member for the issue of a security clearance.”</p> <p>“I realise that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render my appointment liable to termination.”</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <span>(Signature)</span> <span>(Date)</span> </div>	