

Application Form

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| **APPLICATION DETAILS** |  |
| **Vacancy Number** | **Application Date** (dd.mm.yyyy) |
|       |       |

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| **PERSONAL INFORMATION**  (Please answer each section clearly, completely and use only English transcription) |
| **Family name** (please complete your family name as it appears on the passport) | **First name** |
|       |       |
| **Middle name(s)**  | **Maiden name (if any)** |
|       |       |
| **Date of birth** (dd.mm.yyyy) | **Gender** | **Are you in the process of changing nationalities?** |
|       |  |  |
| **Place of birth** | **Country of birth** |
|       |       |
| **Present nationality** | **Other nationality** |
|       |       |

**Contact Address** (please indicate the address where you may be reached or to which mail should be sent)

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| **Street** | **Zip/Post Code** |
|       |       |
| **Town/City**  | **County/State** | **Country** |
|       |       |       |
| **Tel (Work)** | **Tel (Home)** |
|       |       |
| **Mobile/Cell Phone** | **E-mail/Fax** |
|       |       |

**Permanent Address** (please indicate the address where you permanently reside – if different from the contact address)

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| **Street** | **Zip/Post Code** |
|        |       |
| **Town/City**  | **County/State** | **Country** |
|       |       |       |
| **Tel (Home)** | **E-mail** |
|       |       |

**Are any of your relatives employed at OSCE? (if no, then please leave blank)**

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| **Name** | **Location, Relationship** |
|       |       |
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| **SKILLS AND COMPETENCIES** (Please indicate the number of years of professional experience in the listed fields of expertise) Do not count internships and/or apprenticeships. |
| **Fields of expertise** |  **Years of experience** | **Fields of expertise** | **Years of experience** |
|  | **< 2** | **2-5**  | **6-9** | **> 10** |  | **< 2** | **2-5**  | **6-9** | **> 10** |
| Administration and Support | [ ]  | [ ]  | [ ]  | [ ]  | IT and Information Management  | [ ]  | [ ]  | [ ]  | [ ]  |
| Audit | [ ]  | [ ]  | [ ]  | [ ]  | Language Services | [ ]  | [ ]  | [ ]  | [ ]  |
| Budget & Finance | [ ]  | [ ]  | [ ]  | [ ]  | Legal Services | [ ]  | [ ]  | [ ]  | [ ]  |
| Buildings Management | [ ]  | [ ]  | [ ]  | [ ]  | Media Affairs | [ ]  | [ ]  | [ ]  | [ ]  |
| Civilian Police | [ ]  | [ ]  | [ ]  | [ ]  | Military Affairs | [ ]  | [ ]  | [ ]  | [ ]  |
| Communications | [ ]  | [ ]  | [ ]  | [ ]  | Political Affairs | [ ]  | [ ]  | [ ]  | [ ]  |
| Democratization | [ ]  | [ ]  | [ ]  | [ ]  | Procurement | [ ]  | [ ]  | [ ]  | [ ]  |
| Economic and Environmental Affairs | [ ]  | [ ]  | [ ]  | [ ]  | Project Management | [ ]  | [ ]  | [ ]  | [ ]  |
| Education | [ ]  | [ ]  | [ ]  | [ ]  | Rule of Law | [ ]  | [ ]  | [ ]  | [ ]  |
| Elections | [ ]  | [ ]  | [ ]  | [ ]  | Security | [ ]  | [ ]  | [ ]  | [ ]  |
| General Administration | [ ]  | [ ]  | [ ]  | [ ]  | Supply & Logistics | [ ]  | [ ]  | [ ]  | [ ]  |
| General Staff / Monitoring | [ ]  | [ ]  | [ ]  | [ ]  | Training | [ ]  | [ ]  | [ ]  | [ ]  |
| Human Resources Management | [ ]  | [ ]  | [ ]  | [ ]  | Transportation | [ ]  | [ ]  | [ ]  | [ ]  |
| Human Rights | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  |  |  |
| **Managerial Experience** | **None** | **Less than 3 years** | **3 to 4 years** | **5 or more years** |
|  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |  |
| **Professional Experience** | **< 2 years** | **2 to 5 years** | **6 to 9 years** | **10 to 19 years** | **> 20 years** |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |
| **Language knowledge** | **What is your mother tongue?**  |       |
| **Other languages** | **Professional Fluency** | **Working Knowledge** | **Limited Knowledge** |
|       | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| **Computer skills** | **Beginner** | **Intermediate** | **Advanced** |
| Databases | [ ]  | [ ]  | [ ]  |
| Spreadsheets | [ ]  | [ ]  | [ ]  |
| Word processing | [ ]  | [ ]  | [ ]  |
| Graphics/Image/Photo | [ ]  | [ ]  | [ ]  |
| Financial software | [ ]  | [ ]  | [ ]  |
| Web browser/E-Mail | [ ]  | [ ]  | [ ]  |
| Presentation software | [ ]  | [ ]  | [ ]  |
| ERP systems | [ ]  | [ ]  | [ ]  |

**Current Military rank (if applicable)**

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**Additional skills and relevant facts** (List any training courses that you have attended, membership to bodies or any publications you have

 written, that should be taken into consideration.)

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| **EDUCATION QUALIFICATIONS** - Please enter only education records that were of at least one month or longer. - Training courses should be completed under “Additional skills and relevant facts” |
| **From** (mmm-yyyy) | **To** (mmm-yyyy) | **Institution (name, place)** |
|       |       |       |
| **Type of Degree/Certificate** | **Main subject of study** |
|  |       |
|  |  |  |
| **From** (mmm-yyyy) | **To** (mmm-yyyy) | **Institution (name, place)** |
|       |       |       |
| **Type of Degree/Certificate** | **Main subject of study** |
|  |       |
|  |  |
| **From** (mmm-yyyy) | **To** (mmm-yyyy) | **Institution (name, place)** |
|       |       |       |
| **Type of Degree/Certificate** | **Main subject of study** |
|  |       |
|  |  |
| **From** (mmm-yyyy) | **To** (mmm-yyyy) | **Institution (name, place)** |
|       |       |       |
| **Type of Degree/Certificate** | **Main subject of study** |
|  |       |
|  |  |
| **From** (mmm-yyyy) | **To** (mmm-yyyy) | **Institution (name, place)** |
|       |       |       |
| **Type of Degree/Certificate** | **Main subject of study** |
|  |       |

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| **EMPLOYMENT HISTORY** - Starting with your present post, list all other employment records in reverse chronological order.  |
| **Dates (from - to)** |       (mmm-yyyy) |       (mmm-yyyy) |
| **Exact Job Title** |       |
| **Employer** |       |
| **Type of business** |       |
| **Address of Employer** |       |
| **Work Location/ Duty Station** |       |
| **Name and functional title of direct supervisor** |       |
| **Direct supervisor's telephone No** |       |
| **Direct supervisor's e-mail address** |       |
| **Number of employees supervised by you** |       |
| **Reason for wishing to change employment** |       |
| **Description of duties and responsibilities** Please describe principal duties and responsibilities in the space provided which is restricted to 900 characters including spaces. |
|       |
| **Objections to enquiries with this employer?** |  |
|  |
| **Dates (from - to)** |       (mmm-yyyy) |       (mmm-yyyy) |
| **Exact Job Title** |       |
| **Employer** |       |
| **Type of business** |       |
| **Address of Employer** |       |
| **Work Location/ Duty Station** |       |
| **Name and functional title of direct supervisor** |       |
| **Direct supervisor's telephone No** |       |
| **Direct supervisor's e-mail address** |       |
| **Number of employees supervised by you** |       |
| **Reason for wishing to change employment** |       |
| **Description of duties and responsibilities** |
|       |
| **Objections to enquiries with this employer?** |  |
|  |
| **Dates (from - to)** |       (mmm-yyyy) |       (mmm-yyyy) |
| **Exact Job Title** |       |
| **Employer** |       |
| **Type of business** |       |
| **Address of Employer** |       |
| **Work Location/ Duty Station** |       |
| **Name and functional title of direct supervisor** |       |
| **Direct supervisor's telephone No** |       |
| **Direct supervisor's e-mail address** |       |
| **Number of employees supervised by you** |       |
| **Reason for wishing to change employment** |       |
| **Description of duties and responsibilities** |
|       |
| **Objections to enquiries with this employer?** |  |
|  |
| **Dates (from - to)** |       (mmm-yyyy) |       (mmm-yyyy) |
| **Exact Job Title** |       |
| **Employer** |       |
| **Type of business** |       |
| **Address of Employer** |       |
| **Work Location/ Duty Station** |       |
| **Name and functional title of direct supervisor** |       |
| **Direct supervisor's telephone No** |       |
| **Direct supervisor's e-mail address** |       |
| **Number of employees supervised by you** |       |
| **Reason for wishing to change employment** |       |
| **Description of duties and responsibilities** |
|       |
| **Objections to enquiries with this employer?** |  |
|  |
| **Dates (from - to)** |       (mmm-yyyy) |       (mmm-yyyy) |
| **Exact Job Title** |       |
| **Employer** |       |
| **Type of business** |       |
| **Address of Employer** |       |
| **Work Location/ Duty Station** |       |
| **Name and functional title of direct supervisor** |       |
| **Direct supervisor's telephone No** |       |
| **Direct supervisor's e-mail address** |       |
| **Number of employees supervised by you** |       |
| **Reason for wishing to change employment** |       |
| **Description of duties and responsibilities** |
|       |
| **Objections to enquiries with this employer?** |  |
|  |
| **Dates (from - to)** |       (mmm-yyyy) |       (mmm-yyyy) |
| **Exact Job Title** |       |
| **Employer** |       |
| **Type of business** |       |
| **Address of Employer** |       |
| **Work Location/ Duty Station** |       |
| **Name and functional title of direct supervisor** |       |
| **Direct supervisor's telephone No** |       |
| **Direct supervisor's e-mail address** |       |
| **Number of employees supervised by you** |       |
| **Reason for wishing to change employment** |       |
| **Description of duties and responsibilities** |
|       |
| **Objections to enquiries with this employer?** |  |
|  |
| **Dates (from - to)** |       (mmm-yyyy) |       (mmm-yyyy) |
| **Exact Job Title** |       |
| **Employer** |       |
| **Type of business** |       |
| **Address of Employer** |       |
| **Work Location/ Duty Station** |       |
| **Name and functional title of direct supervisor** |       |
| **Direct supervisor's telephone No** |       |
| **Direct supervisor's e-mail address** |       |
| **Number of employees supervised by you** |       |
| **Reason for wishing to change employment** |       |
| **Description of duties and responsibilities** |
|       |
| **Objections to enquiries with this employer?** |  |

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| **ADDITIONAL INFORMATION** |
| **Are you in good physical condition with no chronic health problems?** |  |  |
| **Are you free from any disease or health condition that may prevent you from carrying out your assignment or may pose a threat to the health of others?**  |  |  |
| **Are you free of any disabilities which may limit your undertaking fieldwork?** |  |  |
| ***If no to any of above questions, please provide details:*** |       |
| **Would you accept work for less than 6 months?** |  |  |
| **Availability for employment from time of offer?** |  |  |
| **Preferred Employment Duration?** |  |  |
| **Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?**  |  |  |
| ***If yes, please provide full details:*** |       |
| **Do you possess a valid car driving license?** |  |  |
| **Ability to drive vehicles with manual transmission?** |  |  |
| **More than 2 years driving experience?** |  |  |
| **Experience driving 4x4 vehicles?** |  |  |

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| **REFERENCES** (Please do not repeat names of supervisors previously listed under “Employment history”) |
| **Name** | **Occupation** | **Contact information** |
|       |       |       |
|       |       |       |
|       |       |       |