

Application Form

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

|  |  |  |
| --- | --- | --- |
| **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)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)**

|  |  |
| --- | --- |
| **Name** | **Location, Relationship** |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)**

|  |
| --- |
|  |

**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.)

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **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** |
|  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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?** | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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?** | |  |  |

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