



APPLICATION FOR EMPLOYMENT

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| Instructions Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. | For which position (indicate the vacancy notice number) are you applying? |
|--|--|

| | | | |
|-------------|------------|-------------|-------------|
| Family name | First name | Other names | Maiden name |
|-------------|------------|-------------|-------------|

| | | | |
|---------------|----------------|-------------|--------|
| Date of birth | Place of birth | Citizenship | Gender |
|---------------|----------------|-------------|--------|

Marital Status: Single Married Separated Widow(er) Divorced

| | | |
|-------------------|-----------------|-------------------------|
| Permanent address | Present address | Permanent telephone no. |
| | | Present telephone no. |

| | |
|---|---|
| I declare that I am not occupying the apartment or real property of a displaced person or refugee or, and that to the best of my knowledge the owner or occupancy right holder of my current residence is not occupying an apartment or real property of a displaced person or refugee. | Name and address of your landlord if the you are not the pre-war owner occupier |
|---|---|

| | | |
|---------------------------------------|---|---------------------|
| Have you any dependants? Yes No | If the answer is "yes", give the following information: | |
| Name | Age | Relationship |
| | | |
| | | |
| | | |

Driving License: Yes No Number and date of issuance:
A B C D E please circle category(ies)

Have you taken up legal permanent residence status in any country other than that of your nationality? Yes
If answer is "yes", which country? No

Have you taken any legal steps towards changing your present nationality? Yes
If answer is "yes", explain fully: No

Are any of your relatives employed by a public international organisation? Yes No
If answer is "yes", give the following information:

| | | |
|-------------|---------------------|---|
| Name | Relationship | Name of international organisation |
| | | |
| | | |

What is your preferred field of work? _____

Would you accept employment for less than six months? Yes No

Have you previously submitted an application for employment with the OSCE? If so when? _____

If employed at present by the OSCE, please state date employment commenced. _____

KNOWLEDGE OF LANGUAGES What is your mother tongue? _____

| Other languages | Knowledge of language | | | | Other languages | Knowledge of language | | | |
|-----------------|-----------------------|---|---|---|-----------------|-----------------------|---|---|---|
| | E | W | L | M | | E | W | L | M |
| | E | W | L | M | | E | W | L | M |
| | E | W | L | M | | E | W | L | M |

E Excellent Knowledge: equivalent to mother tongue

W Working Knowledge: fluency in the language, whereby staff are expected to work independently using the language required, to prepare a variety of written communications (correspondence, reports, working papers, etc.), to participate actively in meetings and in work related discussions.

L Limited Knowledge: good knowledge of the language, whereby staff are expected to follow work related discussions or meetings even though they may wish to intervene in another official language, to participate in simple conversations, to use the telephone, to read and to understand work related texts, and to write simple communications.

M Minimum Knowledge: fair or slight knowledge of the language, whereby staff are able to understand simple conversations and written texts.

| COMPUTER SKILLS Please list the computer programs you are familiar with: | TYPING SKILLS For clerical grades only indicate speed in words per minute: |
|--|--|
| | |

EDUCATION Give full details

N.B. Please give exact name of institution and titles of degrees in original language.
Please do not translate or equate to other degrees

A. University or equivalent

| Name, place and country | Years attended | | Degrees and academic distinctions | Main course of study |
|-------------------------|----------------|----|-----------------------------------|----------------------|
| | from | to | | |
| | | | | |
| | | | | |
| | | | | |

B. Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)

| Name, place and country | Years attended | | Type | Certificates or diplomas obtained |
|-------------------------|----------------|----|------|-----------------------------------|
| | from | to | | |
| | | | | |
| | | | | |
| | | | | |

List activities (e.g. volunteerism, charity orgs, etc.) and professional societies in civic, public or international affairs

List any significant publications you have written (Do not attach)

EMPLOYMENT RECORD:

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 which you were not gainfully employed. If you need more space, attach additional pages of the same size.

| | | |
|-------------------|-----------------|---------------------------|
| From (Month/Year) | To (Month/Year) | Exact title of your post: |
|-------------------|-----------------|---------------------------|

| | |
|-------------------|-------------------|
| Name of employer: | Type of business: |
|-------------------|-------------------|

| | |
|----------------------|---------------------|
| Address of employer: | Name of supervisor: |
|----------------------|---------------------|

| | |
|---|---------------------|
| Number and kind of employees supervised by you: | Reason for leaving: |
|---|---------------------|

DESCRIPTION OF YOUR DUTIES

| | | |
|-------------------|-----------------|---------------------------|
| From (Month/Year) | To (Month/Year) | Exact title of your post: |
|-------------------|-----------------|---------------------------|

| | |
|-------------------|-------------------|
| Name of employer: | Type of business: |
|-------------------|-------------------|

| | |
|----------------------|---------------------|
| Address of employer: | Name of supervisor: |
|----------------------|---------------------|

| | |
|---|---------------------|
| Number and kind of employees supervised by you: | Reason for leaving: |
|---|---------------------|

DESCRIPTION OF YOUR DUTIES

| | | |
|---|-----------------|---------------------------|
| From (Month/Year) | To (Month/Year) | Exact title of your post: |
| Name of employer: | | Type of business: |
| Address of employer: | | Name of supervisor: |
| Number and kind of employees supervised by you: | | Reason for leaving: |
| DESCRIPTION OF YOUR DUTIES | | |
| From (Month/Year) | To (Month/Year) | Exact title of your post: |
| Name of employer: | | Type of business: |
| Address of employer: | | Name of supervisor: |
| Number and kind of employees supervised by you: | | Reason for leaving: |
| DESCRIPTION OF YOUR DUTIES | | |
| From (Month/Year) | To (Month/Year) | Exact title of your post: |
| Name of employer: | | Type of business: |
| Address of employer: | | Name of supervisor: |
| Number and kind of employees supervised by you: | | Reason for leaving: |
| DESCRIPTION OF YOUR DUTIES | | |

Have you any objections to our making inquiries of your present employer? Yes No

Are you now, or have you ever been, a permanent civil servant in your government's employ? Yes No
If answer is "yes", when?

REFERENCES:
List three persons, not related to you, who are familiar with your character and qualifications
Do not repeat names of supervisors listed under Employment record

| FULL NAMES | FULL ADDRESS | CONTACT PHONE No. | BUSINESS OR OCCUPATION |
|------------|--------------|-------------------|------------------------|
| | | | |
| | | | |
| | | | |

State any other relevant facts. Include information regarding any residence outside the country of your nationality.

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)?
Yes No If "yes", give full particulars of each case in an attached statement.

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 a Personal History form or other document requested by the OSCE renders a staff member of the OSCE liable to termination or dismissal.

_____ **Date** _____ **National ID number** _____ **Signature**

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organisation 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 organisation.
Due to the large volume of applications the OSCE is unable to reply to all applications received. We regret that not everyone will be called for an interview. Thank you for your understanding.