



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M\_DGCIV

Prot. nr.22903

Del 01/04/2009

PARTENZA

**A INDIRIZZI IN ALLEGATO**

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

seg.f.n. 89152 del 17/12/2008

Stamadifesa 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 al posto sottoindicato, dovranno inviare la propria candidatura, attenendosi a quanto richiesto dal bando, all'Organismo Internazionale che ha promosso l'iniziativa, trasmettendo nel contempo altro originale di detta documentazione 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.09014-09015	Geilenkirchen (Germania)	Senior Technician (Communications)	B4 (equiv.p.e.B2)	inglese	30/04/2009

Si comunica, altresì, che le candidature, corredate dalla relativa documentazione, possono essere inviate anche via e-mail al seguente indirizzo:

[r3d8s0@persociv.difesa.it](mailto:r3d8s0@persociv.difesa.it)

**IL DIRETTORE DELLA DIVISIONE**

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

## **ELENCO INDIRIZZI**

Ufficio del Direttore Generale	Interno
Ufficio relazioni con il pubblico	Interno
Gabinetto del Ministro	Roma
Ufficio Centrale del bilancio e degli affari finanziari	Roma
Ufficio centrale delle ispezioni amministrative	Roma
Direzione generale per il personale militare	Roma
Direzione generale per gli armamenti terrestri	Roma
Direzione generale per gli armamenti navali	Roma
Direzione generale per gli armamenti aeronautici	Roma
Direzione generale delle telecomunicazioni, dell'informatica e delle tecnologie avanzate	Roma
Direzione generale dei lavori e del demanio	Roma
Direzione generale del commissariato	Roma
Previmil	Roma
Direzione generale della sanità militare	Roma

# Vacancy Notice

Vacancy Numbers:	09014+09015
Grade:	B-4
Title:	Senior Technician (Communications)
Division/Office:	Communications Section, Communications/ESM Maintenance Branch, Electronics Maintenance Squadron, Logistics Wing
NATO Body:	NAEW&CF E-3A Component Geilenkirchen
Country:	Germany
Closing Date:	30 April 2009
Point of Contact:	Mr. R. Gülpen, 02451-632340 Mr. J. Simon, 02451-632343

## 1. GENERAL:

Applications are invited for the posts listed above.

Applicants are required to strictly adhere to the instructions on how to apply (paragraph 11) in order to ensure that their applications receive full and proper consideration.

**Please note that only applicants who succeed in the initial screening will receive a response.**

In principle, applications will only be accepted from nationals of the following countries which contribute to the budget of the E-3A Component: i.e. Belgium, Canada, Denmark, Germany, Greece, Hungary, Italy, Luxembourg, The Netherlands, Norway, Poland, Portugal, Spain, Turkey and the United States of America.

**Note:** The only exception to the above is when applications are received from NATO International Civilian serving staff members.

The E-3A Component reserves the right to select personnel for future identical vacancies from among the candidates who apply on account of this advertisement.

A major organizational review is currently under way. Consequently, the grade and the post are not guaranteed. Furthermore, potential candidates are herewith informed that this recruitment process may well have to be curtailed prematurely at any point in the future, depending on the nature of ongoing developments and/or the final outcome of the aforementioned organizational review and/or for any other valid organizational reasons.

Any future employment at the E-3A Component may be affected by possible changes to the establishment and/or new NATO Civilian contract policy.

In accordance with current NAEW&CF E-3A Component contract policy, the selected candidate will, in general, be offered a one-year initial/reassignment/definite duration contract, depending on the status of the selected candidate.

Normally the Civilian Personnel Selection Board will only consider the applications of candidates fully meeting all the essential qualifications of the job description. When no candidates apply who meet all the essential qualifications, the board **may** decide to consider candidates not possessing all of the essential qualifications. If such candidates

are selected, they will be appointed at a lower grade and their employment contract will stipulate the conditions under which the grade attached to the post can be granted and the employment contract confirmed.

## 2. POST CONTEXT:

The NAEW&CF E-3A Component is a multinational NATO Command Force providing an airborne early warning and control (AEW&C) capability in support of Alliance objectives. The Logistics Wing (LW) is responsible for the management of all E-3A aircraft (a/c) maintenance; of all E-3A peculiar and non-peculiar items; of all procurement-related activities and for logistics forecasting and configuration control. The Electronics Maintenance Squadron manages assigned personnel and resources to accomplish requirements of scheduled and unscheduled maintenance of all E-3A a/c electronic systems/components, mobility and deployment commitments, Quality Assurance, electronics maintenance training and other unit taskings. The Communications/ESM Maintenance Branch performs on and off equipment maintenance and repair of E-3A Electronic Support Measure (ESM) sensor system in addition to High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), interphone, data, crypto, emergency and Electronic counter measures Resistant Communication Systems (ERCS), simulator unique communications systems and the mission simulator ESM equipment. Removes, replaces, troubleshoots, overhauls, modifies, adjusts and calibrates systems and components. Identifies and isolates system malfunctions. Assists programmers and operators with pre-operational software testing. Provides initial academic training, in addition to qualification, refresher and upgrade On the Job training (OJT). The Senior Technician in the Communications Section of the Branch is responsible for performing organisational and intermediate level E-3A a/c and simulator communications systems maintenance.

## 3. REPORTS TO:

the NCOIC, Communications Section or designated supervisor.

## 4. PRINCIPAL DUTIES: Responsible for:

Performing scheduled and unscheduled on and off equipment maintenance, troubleshooting, servicing, inspection, testing, modification, evaluation, repair, replacement and adjustment of communication systems, components, and related support equipment in accordance with applicable technical publications and directives;  
Planning and co-ordinating daily work details according to established priorities;  
Requisitioning parts, equipment and supplies and processing repair cycle assets;  
Maintaining and monitoring inspection and maintenance forms, records and databases;  
Functioning as technical publications, special test equipment, Consolidated Tool Kit (CTK) and tool monitor;  
Identifying, proposing and evaluating technical and/or software data changes and modifications;  
Assisting in the establishment and improvement of preventative and corrective maintenance procedures;  
Assisting other technicians in performing work on other E-3A a/c systems and maintaining other E-3A a/c electronic systems when appropriately trained and/or qualified;  
Operating logistics related computer terminals;  
Operating motor vehicles, support and test equipment;  
Supporting other squadron activities and assisting in special projects as required;

Performing dispatcher and general housekeeping duties, including ground snow/ice removal.

5. ADDITIONAL DUTIES: Responsible for:

Performs other related duties as assigned;

May be required to undertake operational deployments and/or TDY both within and outside NATO's boundaries;

For operational or other valid reasons, the incumbent may be required, at the discretion of the responsible supervisor, to carry out a similar range of duties in any organisational element of the headquarters, at the same grade, without necessitating a change to the employment contract. This situation could continue for an unspecified period during which the aforementioned operational or valid reasons prevail. NB: For this purpose, the responsible supervisor is defined as the head of the organisational element within which both ranges of duties are located;

Required to participate in exercises, contingency and emergency operations. In this connection, will be required to wear protective clothing/equipment unless exempted for medical reasons. During these periods, may temporarily be required to perform duties outside the normal scope of this job description to support mission accomplishment;

Responsible to maintain a level of personal fitness appropriate to the assigned duties and responsibilities;

Attends, as directed, additional training courses/programmes relevant to the above-mentioned duties.

6. ESSENTIAL QUALIFICATIONS:

a. Professional/Experience:

Very good working knowledge of communication systems maintenance acquired through at least 1 year of related, current professional experience. Good working knowledge of and experience in interpreting technical publications and independently analysing and rectifying complex technical problems.

b. Education/Training:

Higher Secondary education and completed intermediate vocational training in communications systems maintenance, alternatively in an electro-technical/mechanical (or related) field, encompassing the theory of basic electronics, electro-mechanical devices, solid-state components and digital techniques, or Secondary education and completed appropriate advanced vocational training with at least 1 additional year of post related, current professional experience. Driving license equivalent to European Class B.

c. Security Clearance:

NATO SECRET

d. Language: Standard NATO Language Profile (SLP).

The 4-digit SLP refers to **listening, speaking, reading** and **writing** in that sequence; the level number stands for: 1–Elementary; 2–Fair (limited working); 3–Good (minimum professional); 4–Very Good (full professional); 5–Excellent (native/bilingual)

English 3332

Note: The work, both oral and written, in these posts and in this headquarters as a whole, is conducted mainly in English.

e. Standard Automated Data Processing (ADP) Knowledge:

The four NATO standards of ADP Knowledge are: No Knowledge, Basic Knowledge, Working Knowledge, and Advanced Knowledge.

Word Processing: Basic Knowledge

Spreadsheet: Basic Knowledge

Graphics Presentation: No Knowledge

Database: No Knowledge

E-Mail Client/Web Browser: Basic Knowledge

Web Content Management: No Knowledge

f. Physical/Medical Prerequisites:

Must fulfil medical prerequisites of occupational health code as specified in the E-3A Component's Occupational Health Examination Programme. Good physical constitution. Ability to lift heavy objects (up to 25 Kgs). Good manual dexterity. Ability to work at heights, in cramped enclosed areas and in uncomfortable conditions and positions.

## 7. DESIRABLE QUALIFICATIONS:

a. Professional/Experience:

Previous relevant NATO assignment. Relevant experience working in an international/military environment. Knowledge of/experience in utilising digital/analogue test equipment.

b. Education/Training:

Training in a/c communication systems maintenance. Completed education encompassing theory of LANs, Ethernet, Fibre Optics and/or UNIX. Knowledge of data bus technology. Driving license equivalent to European Class C.

c. Language (SLP Listening, Speaking, Reading, and Writing):

None.

## 8. CIVILIAN POSTS:

a. Personal Attributes:

The incumbent must be able to interpret and apply the provisions of technical documentation/orders (manuals) when performing routine repair and replacement of malfunctioning equipment. Incumbent must also display judgement, initiative, adaptability and a logical approach to solving technical problems and communications systems equipment malfunctions. Required to use technical expertise and knowledge to resolve technical problems encountered, not covered by technical orders. Must also be skilled in independent troubleshooting, fault isolation, analysis and repair of electronic system malfunctions accurately and promptly in high stress situations. Must remain flexible and work without supervision. Must be able to integrate in, form and lead a team, and promote team spirit. Required to communicate effectively at all levels with tact and diplomacy within a multicultural environment.

b. Managerial Responsibilities:

In principle no managerial or supervisory role. However, coordinates daily work details under limited supervision in accordance with given priorities. As directed may exercise technical supervision over task assigned personnel performing related work.

c. Professional Contacts:

Regular professional contacts with other maintenance, supply and support personnel to resolve problems at own level and for the exchange of information. Regular contacts with Job Control for the co-ordination of work.

d. Contribution to the Objectives:

The incumbent has an important role in the consistent provision of quality communication systems maintenance performance, which directly influence the quality of maintenance personnel and a/c maintenance production and positively impact the E-3A Component's ground as well as flight safety posture. The incumbent is directly responsible for the compliance of a/c maintenance with airworthiness requirements.

e. Work Environment:

Work is mainly performed in workshops, on the a/c inside/outside a/c hangars and on the flight line, and in simulator facilities. Incumbent is required to routinely perform work utilising Personal Computer or Laptop. Work may be affected by adverse weather conditions. Is required to wear Personal Protective Clothing. May have to work in cramped/enclosed areas and in uncomfortable positions and occasionally at heights. The incumbent may be exposed to above average noise levels, a/c fumes and gases. Occasional heavy lifting may be required. Moderate risk of injury due to occasional work at heights, exposure to high voltage, high current and liquid oxygen. Moderate risk of occupational illness.

f. Shift work:

Yes. May be required to work irregular shift cycles.

9. REMARKS:

None.

10. SALARY AND CONDITIONS OF EMPLOYMENT:

Salary and conditions of employment will be in accordance with the NATO Civilian Personnel Regulations (NCPR).

The monthly basic salary, including current adjustments, for a NATO B-4 post in Germany is €3,759.44. The salary and allowances paid by the organization are exempted from income tax.

The place of duty will be at the NATO Air Base Teveren, near Geilenkirchen, Germany.

11. APPLICATION PACKAGES (Hereinafter referred to as Applications):

PLEASE READ CAREFULLY (How to Apply)

Candidates are requested to strictly adhere to the following instructions:

a. Applications must be forwarded to the following address:

NAEW&CF E-3A Component  
Civilian Recruitment/Services Section  
Post Box 411008  
D-52511 Geilenkirchen

- b. Applications must quote the above-mentioned post and advertisement numbers.
- c. Only applications containing complete and pertinent information and documentation will be taken into consideration. As a minimum, application packages must include a fully completed NAEW&CF E-3A Component Application Form and a fully completed Post Requirements Form (both forms can be obtained on the following Internet site: [www.e3a.nato.int](http://www.e3a.nato.int)). Candidates must answer every question on both forms completely in English. Expressions such as please see attached CV, please see annex, please see enclosed document, etc. are not acceptable.
- d. Applications must also include documentary evidence of the educational and vocational requirements as listed under essential qualifications. Applicants are further requested to supply documentary evidence in support of the statements made in the application (such as certificates of other education/training, evaluation sheets, job descriptions, letters of appreciation/recommendation, etc.). Do not submit the original texts of references or testimonials. Any documentation submitted in a language other than English must be accompanied by at least an unofficial translation.
- e. If you are or have been a NATO civilian (or a civilian in one of the Coordinated Organizations), please indicate your last grade and step held, and specify in which NATO Body (or Coordinated Organization) you are/were employed.
- f. Applications should be submitted by normal mail (serving NATO civilian staff members from outside the NAEW&CF E-3A Component must send their applications through their Civilian Personnel Office; German military personnel and German civil servants must send their applications through BMVg PSZ II 7 in accordance with ZDv 14/5) to reach the above address not later than the above-mentioned closing date in order to be considered. Exceptionally, however, late applications may be accepted, provided that completed applications arrive prior to finalisation of the pre-screening. Applications received after completion of the pre-screening will not be considered.


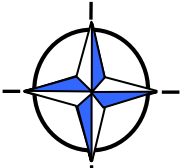
**12. SERVING MEMBERS OF THE INTERNATIONAL CIVILIAN STAFF OF ANY NATO BODY:**

Article 57.1 NCPR: Serving members of the international civilian staff of any NATO body may apply for this vacancy. The applications of such staff members shall be examined together with those of outside candidates. Where relevant qualifications and suitability are equal, preference will be given to serving candidates.

**13. REDUNDANT STAFF:**

Article 57.2 NCPR: Staff members who become redundant shall be given the opportunity to apply for the vacant posts throughout the organization and the candidature of such staff members for a post of their own grade shall be considered before other recruitment is put in hand.



<b>Civilian Personnel Office use only</b>			<b>ATTACH RECENT IDENTITY PHOTOGRAPH (passport size)</b>
No.:	Received on:		
Status:			
<b>Application for Civilian Employment</b>			
<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <b>NAEW&amp;CF E-3A COMPONENT</b>  <b>Civilian Recruitment/Services Section</b>  <b>Post Box 411008 · D-52511 Geilenkirchen</b> </div>  </div>			
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: Mobile: Fax: E-mail address:	
5.a. Country and place of birth:	5.b. Date of birth:  5.d. Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Other (explain)	6.a. Citizenship at birth:  6.b. Citizenship now (if different from 6.a., explain):	
5.c. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female			
7. Please give the following information about spouse and children:			
Name	Date of birth	Relationship	

<b>8.a. Secondary Education:</b>																					
Name, Place and Country					Month/Year of attendance					Type of School					Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects						
					From																

<b>8.b. Further Education:</b>																					
Name, Place and Country					Month/Year of attendance					Type of School					Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects						
					From																

**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.**

Level 1 = Elementary; Level 2 = Fair (limited working); Level 3 = Good (minimum professional); Level 4 = Very Good (full professional); Level 5 = Excellent (native/bilingual)

Language	Listening					Speaking					Reading					Writing				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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 license:			
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	
<p>15. EMPLOYMENT RECORD</p> <p>Starting with your present position, list in reverse order, details of present/previous employment. Use a separate block for each position. 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 within one of the co-ordinated organisations, indicate (last) grade and step.</p> <p>A). PRESENT EMPLOYMENT</p> <p>Date of employment Since:</p> <p>Net salary per annum Starting: Present:</p> <p>Type of business: Number of employees under your direct supervision:</p> <p>Title of your position (Grade/Step):</p> <p>Name and position of your supervisor:</p> <p>Name, address and phone no. of employer:</p> <p>Reason for wishing to leave your present employment:</p> <p>Summary of your work:</p>			

B). PREVIOUS EMPLOYMENT

Date of employment

From:

To:

Net salary per annum

Starting:

Final:

Type of business:

Number of employees under your direct supervision:

Title of your position (Grade/Step):

Name and position of your supervisor:

Name, address and phone no. of employer:

Reason for wishing to leave your previous employment:

Summary of your work:

C). PREVIOUS EMPLOYMENT

Date of employment

From:

To:

Net salary per annum

Starting:

Final:

Type of business:

Number of employees under your direct supervision:

Title of your position (Grade/Step):

Name and position of your supervisor:

Name, address and phone no. of employer:

Reason for wishing to leave your previous employment:

Summary of your work:

D). PREVIOUS EMPLOYMENT

Date of employment

From:

To:

Net salary per annum

Starting:

Final:

Type of business:

Number of employees under your direct supervision:

Title of your position (Grade/Step):

Name and position of your supervisor:

Name, address and phone no. of employer:

Reason for wishing to leave your previous 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(s) 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:

- |                                      |                              |                             |
|--------------------------------------|------------------------------|-----------------------------|
| a. frequent travel?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. occasional travel?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. shift work?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. on-call duty?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. short- and long-term deployments? | <input type="checkbox"/> Yes | <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 or share a local residence with someone who works at the organization to which you are applying?

If yes, please list name(s) and relationship(s). ☐ Yes ☐ No

Name	Relationship	Component ID

25. Do you agree to the organization considering this application for other suitable vacancies which may arise within a period of 12 months?

☐ Yes ☐ No

Did you use additional sheets to this application form?  
If yes, how many?

☐ Yes ☐ No

" 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 country of which I am a national for the issue of a security clearance."

" I realize 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."

\_\_\_\_\_  
(Signature)

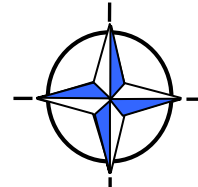
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name in Print)

# Supplementary Questionnaire for Civilian Employment



**NAEW&CF E-3A COMPONENT**  
 Civilian Recruitment/Services Section  
 Post Box 411008 • D-52511 Geilenkirchen  
 Phone 0049 (0) 2451-632344 or 0049 (0) 2451-632343  
 Fax: 0049 (0) 2451-632321



*The NAEW&CF E-3A Component is a multinational NATO Command Force providing an airborne early warning and control capability in support of Alliance objectives. The operational nature of the mission of the NAEW&CF E-3A Component requires civilian personnel to perform their duties in special circumstances and conditions. Consequently, the purpose of this questionnaire is to inform and prepare candidates for the employment conditions prevailing at the NAEW&CF E-3A Component and to provide the Organisation with further details in addition to the information already contained in the application for civilian employment form.*

**Please, complete this questionnaire and return it to the above address as soon as possible.  
 If you answer any of the questions with “No”, please provide an explanation under “Comments”.**

1. In accordance with the NATO Civilian Personnel Regulations, “the Head of the NATO Body may for reasons of service at any moment call upon members of the staff, whose whole time shall thus be at the disposal of the organisation.”

This means that you may be required to work extensively long and/or irregular hours to include work on weekends and official holidays, night work, shift work, standby duty, etc.

**Are you willing to do this?**

**YES**

☐

**NO**

☐

**Comments**

2. In light of the changing tasks of NATO (and particularly of the E-3A Component) it must be expected that you will, for shorter or longer periods, possibly encompassing many months in a year, be required to perform your duties at any location worldwide.

**Are you willing to do this?**

**YES**

☐

**NO**

☐

**Comments**

<p><b>3.</b> Depending on the security situation, the E-3A Component Commander may require that certain measures be taken to ensure the safety and security of all personnel at the Main Operating Base, a Forward Operating Base or at another location from where the NAEW Force must operate. These measures are generally known as “force protection measures” and they may include attending special deployment and security briefings, the necessity to stay in NATO arranged overnight accommodation, wearing NBC mask and NBC protective clothes or other protective equipment, “free-time” movement restrictions during missions, etc. You would also be required to participate in training and exercises in order to familiarize yourself with safety, security and personal protection procedures and practices.</p> <p><b>Are you willing to work under such conditions?</b></p> <p><b>Are you willing to undergo such training?</b></p>	<p><b>YES</b> <input type="checkbox"/></p> <p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/></p>	<p><u><b>Comments</b></u></p>
<p><b>4.</b> When required to perform your duties at a location other than Geilenkirchen, particularly in remote areas, you may be required to live and work in uncomfortable circumstances and conditions.</p> <p><b>Are you willing to do this?</b></p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>	<p><u><b>Comments</b></u></p>
<p><b>5.</b> If employed as a NATO Civilian with the E-3A Component you will be required to be immunized against a variety of different diseases.</p> <p><b>Are you willing accept this requirement?</b></p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>	<p><u><b>Comments</b></u></p>
<p>I understand that the information provided by me above will be used in determining my suitability for possible employment with the NAEW&amp;CF E-3A Component.</p>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p>(Signature)</p>    <p>_____</p> <p>(Name in Print)</p> </div> <div style="width: 45%;"> <p>_____</p> <p>(Date)</p> </div> </div>			



## Allegato “C”

## FOTOGRAFIA

MOD. 1/A

**SCHEDA BIOGRAFICA (fac-simile)**  
**- Parte Prima -**

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

[illegible]

**(data) \*\* - \*\* - \*\*\*\***

<b>18</b>	<b><u>TITOLI DI STUDIO</u></b> (4)			
<b>19</b>	<b><u>CORSI SUPERIORI DI FORMAZIONE DI F.A. E/O INTERFORZE</u></b> (5)		<b><u>PERIODI ED ESITO</u></b>	
	<b><u>ALTRI CORSI</u></b> (6)		<b><u>PERIODI ED ESITO</u></b>	
<b>20</b>	<b><u>LINGUE ESTERE</u></b>		<b><u>GRADO DI CONOSCENZA E ANNO</u></b>	
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
<b>21</b>	<b><u>ABILITAZIONE INFORMATICA</u></b>			
a. Programmatore (6):	Corso:			
b. Analista (6):	Corso:			
<b>22</b>	<b><u>CONOSCENZA INFORMATICA</u></b>			
a. PC:	b. Sistemi Operativi:			
c. Word Processor:	d. Software:			
e. Altro:				

<b>23</b>	<b><u>ONORIFICENZE E RICOMPENSE</u></b>	
<b>24</b>	<b><u>PUBBLICAZIONI</u></b> (6)	
<b>25</b>	<b><u>POSIZIONE IN GRADUATORIA</u></b> (7)  ** SU **	<b>26 <u>ESITO DELLE VALUTAZIONI AL GRADO SUPERIORE</u></b>
<b>27</b>	<b><u>QUALIFICHE RIPORTATE NELLA VALUTAZIONE CARATTERISTICA RELATIVA AI PRINCIPALI INCARICHI INDICATI E COMUNQUE DEGLI ULTIMI 10 ANNI</u></b>	
<b>28</b>	<b><u>PRECEDENTI DISCIPLINARI DEGLI ULTIMI 5 ANNI</u></b>	
	a. Provvedimenti di corpo: _____ durata _____ anno _____ b. Provvedimenti di stato: _____ durata _____ anno _____ c. Negativo: _____	
<b>29</b>	<b><u>PRECEDENTI PENALI</u></b>	
<b>30</b>	<b><u>NULLA OSTA DI SEGRETEZZA</u></b> (8)	<b>31 <u>DATA DI SCADENZA</u></b>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di inter</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	
<b>30</b>	<b><u>ASSICURA LA PERMANENZA NELL'INCARICO?</u></b> (9)	
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di interesse</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	

**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) \*\* - \*\* - \*\*\*\***

## **CURRICULUM VITAE**

<b><u>NAME</u></b>	<b><u>INITIAL</u></b> //	<b><u>RANK AND DATE</u></b>	<b><u>DATE OF BIRTH</u></b>
<b><u>NATIONALITY</u></b>		<b><u>BRANCH OF SERVICE</u></b>	
<b><u>RECORD OF SERVICE</u></b>	<b><u>APPOINTMENT</u></b>	<b><u>DATES</u></b>	<b><u>DUTIES PERFORMED</u></b>
			.
			—
			—
			—
			—
			-
<b><u>COURSES</u></b>			<b><u>DATES</u></b>
<b><u>LANGUAGES</u></b>			<b><u>SLP (STANAG 6001)</u></b>

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