

ETYJ-hakuilmoituksessa  
Vacancy Number löytyy  
kohdasta 'Requisition ID:  
SEC...'



## 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?
	Please enter	Please enter
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

<b>SKILLS AND COMPETENCIES</b> (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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT and Information Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Language Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Budget & Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Buildings Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Media Affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Civilian Police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Military Affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Political Affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Democratization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Economic and Environmental Affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rule of Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Elections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
General Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supply & Logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
General Staff / Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Human Resources Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Human Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

Merkitse tähän taulukkoon erityisesti hakemasi tehtävän kannalta relevantit kokemukset. Mikäli offline-lomake ei anna laittaa ruksia, kirjoita vuosien määrä tekstilaatikkoon esim. 'Audit - 5 years'

<b>Managerial Experience</b>	None	Less than 3 years	3 to 4 years	5 or more years
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Professional Experience</b>	< 2 years	2 to 5 years	6 to 9 years	10 to 19 years	> 20 years
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Language knowledge</b>	What is your mother tongue?		
<b>Other languages</b>	Professional Fluency	Working Knowledge	Limited Knowledge
Professional = C1/C2; Working = B2 ja Limited = A2. Muista täyttää myös äidinkieltä koskeva kysymys.	<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"/>

<b>Computer skills</b>	Beginner	Intermediate	Advanced
Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphics/Image/Photo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web browser/E-Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ERP systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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.)

Tähän laatikkoon voi listata ne kurssit ja/tai julkaisut, jotka ovat mielestäsi hakemasi tehtävän kannalta relevantteja ja siten vahvistavat hakemustasi.
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<b>EDUCATION QUALIFICATIONS</b> - 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"		
<b>From</b> (mmm-yyyy)	<b>To</b> (mmm-yyyy)	<b>Institution (name, place)</b>
<b>Type of Degree/Certificate</b>		<b>Main subject of study</b>
Please enter		
<b>From</b> (mmm-yyyy)	<b>To</b> (mmm-yyyy)	<b>Institution (name, place)</b>
<b>Type of Degree/Certificate</b>		<b>Main subject of study</b>
Please enter		
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<b>Type of Degree/Certificate</b>		<b>Main subject of study</b>
Please enter		

Koulutukseen tulee listata vain yli kuukauden mittaiset koulutukset, joista olet saanut todistuksen. Tarkista hakuilmoituksessa mainittu tutkintovaatimus.

<b>EMPLOYMENT HISTORY</b> - Starting with your present post, list all other employment records in reverse chronological order.		
<b>Dates (from - to)</b>	(mmm-yyyy)	(mmm-yyyy)
<b>Exact Job Title</b>		
<b>Employer</b>		
<b>Type of business</b>		
<b>Address of Employer</b>		
<b>Work Location/ Duty Station</b>		
<b>Name and functional title of direct supervisor</b>		
<b>Direct supervisor's telephone No</b>		
<b>Direct supervisor's e-mail address</b>		
<b>Number of employees supervised by you</b>		
<b>Reason for wishing to change employment</b>		
<b>Description of duties and responsibilities</b>		
Please describe principal duties and responsibilities in the space provided which is restricted to 900 characters including spaces.		
Tämä kenttä on tärkeä hakusi kannalta. Korosta sitä mikä on relevanttia hakemasi tehtävän kannalta. Älä kopioi tehtävälisteriä vaan kirjoita omin sanoin, muista hakuilmoituksen avainsanat. Kaikkia työtehtäviä ei tarvitse mainita, mutta tuo esiin tärkein äläkä liioittele/vähättele. Mitkä olivat tehtävän keston aikana tärkeät saavutuksesi? Mieti myös samalla mitä aiot nostaa esiin motivaatiokirjeessäsi ja mahdollisessa haastattelussa. 900 merkkiä on noin 4-6 lausetta.		
<b>Employer</b>		

Jan-2021 tai 1-2021. ETYJ:in offline lomakkeen päivämääräkentät voivat valitettavasti olla haastavia, jos lomake vain herjaa niin laita nämä osion muihin laatikoihin.

<b>Type of business</b>	
<b>Address of Employer</b>	
<b>Work Location/ Duty Station</b>	
<b>Name and functional title of direct supervisor</b>	
<b>Direct supervisor's telephone No</b>	
<b>Direct supervisor's e-mail address</b>	
<b>Number of employees supervised by you</b>	
<b>Reason for wishing to change employment</b>	
<b>Description of duties and responsibilities</b>	
<b>Objections to enquiries with this employer?</b>	
Please enter	
<b>Dates (from - to)</b>	(mmm-yyyy)
<b>Exact Job Title</b>	
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Please enter	

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<b>Dates (from - to)</b>	(mmm-yyyy)	(mmm-yyyy)
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<b>Reason for wishing to change employment</b>		
<b>Description of duties and responsibilities</b>		

<b>Objections to enquiries with this employer?</b>	Please enter
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<b>ADDITIONAL INFORMATION</b>	
Are you in good physical condition with no chronic health problems?	Please enter
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?	Please enter
Are you free of any disabilities which may limit your undertaking fieldwork?	Please enter
<i>If no to any of above questions, please provide details:</i>	
Would you accept work for less than 6 months?	Please enter
Availability for employment from time of offer?	Please enter
Preferred Employment Duration?	Please enter
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)?	Please enter
<i>If yes, please provide full details:</i>	
Do you possess a valid car driving license?	Please enter
Ability to drive vehicles with manual transmission?	Please enter
More than 2 years driving experience?	Please enter
Experience driving 4x4 vehicles?	Please enter

<b>REFERENCES</b> (Please do not repeat names of supervisors previously listed under "Employment history")		
Name	Occupation	Contact information