

**Please read the following information before applying for a
Local Wage Rate (LWR) post to the
HQ NAEW&C Force Geilenkirchen**

Filling out the forms.

Both the application **and** the post requirements form for the specific vacancy can be found on our homepage www.awacs.nato.int and must be completed **fully in English (alternatively in German)**.

If you attach a document written in any language other than English/German, you should provide a translation. A certified translation is not mandatory but better than an unofficial translation.

You must answer **all** of the questions. If a question is not applicable, enter n/a.

The Organization reserves the right to reject incomplete application forms without further processing.

When answering specific questions, do not simply refer to information that you may have already previously provided. Enter the information again.

It is important that the information you provide is easy to read. If you are filling the application form out by hand, you should use black ink.

Use extra sheets of paper if the space provided is insufficient to answer a question in full.

Do not forget to **sign and date** the application form and post requirements form after having carefully read the statements in the signature block.

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

Showing that you meet the qualification requirements of an advertised post.

If you consider applying for an advertised post(s), you will find the respective vacancy advertisement(s) **and** Post Requirements Form(s) on our homepage www.awacs.nato.int.

In order to be short-listed for a test/interview, you will normally need to meet, as a minimum, all of the professional experience, education/training, language, and ADP requirements listed under Essential Qualifications in the Post Requirements Form.

An **ideal candidate** will possess **all** of the **essential** and **desirable** qualification requirements. Therefore it is important that you state in your application and in the Post Requirements Form how you meet the essential/desirable qualifications required.

If, when reviewing your application, the Civilian Personnel Selection Board cannot find information relating to **all** of the essential qualification requirements, you will normally have **no chance to be invited for a test/interview**.

However, 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.

(continued on reverse)

Factors having an impact on your eligibility for employment with the HQ NAEW&C Force Geilenkirchen.

You must be a **national of a NATO member country**. **Note:** Please see also the information provided below under “Categories of civilian employment to which this application form is applicable.”

You must have completed any initial term of **compulsory military service** required of you under the provisions of your national legislation.

You must be willing to undergo a background investigation in order to obtain a valid security clearance certificate from your nation.

You must be willing to undergo a **medical examination** to ensure that you fulfil certain physical standards and be free from or definitely cured of any disease that might constitute a risk to others.

You must have an **adequate knowledge** of the **English** language.

Categories of civilian employment to which this application form is applicable.

This application form is to be used to apply for **Local Wage Rate** (LWR) posts at the HQ NAEW&C Force Geilenkirchen.

Applications should only be submitted by email:

recruitment@naew.nato.int

Exceptionally, applications could be forwarded in hardcopy to:

**HQ NAEW&C Force Geilenkirchen
FHMC – Recruitment –
Post Box 411008
D-52511 Geilenkirchen**

LWR posts are internationally funded and have a local hire status. They are subject to employment conditions prevailing in Germany and administered in accordance with German Labour Law. Applications for LWR posts will only be accepted from nationals of all NATO countries. However, nationals of NATO countries that are not members of the European Union (EU) require a Residence Permit and a Work Permit for Germany.

NATO International Civilians (NIC) posts are internationally funded and have an international status. They are administered in accordance with NATO rules and regulations and are not governed by national labour legislation.

Applications for NIC posts will only be accepted from nationals of NATO countries that contribute to the respective budget of the HQ NAEW&C Force GK. These countries are Belgium, Czech Republic, Denmark, Germany, Greece, Hungary, Italy, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Spain, Turkey, the United Kingdom of Great Britain and Northern Ireland (except for MSEC and E-3A Component posts) 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.

If you consider applying for a NIC post, please follow the instructions on our homepage www.awacs.nato.int.