

19 EMPLOYMENT RECORD - Starting with your most recent post, list in reverse order every appointment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size.

From (mm/yyyy)	To (mm/yyyy)	Total		Exact title of your post:
		Year(s)	Month(s)	
				Type of business:
Name, address and phone number of employer:				
Name and title of supervisor:				
Have you any objections to our making enquiries of your employer?				
Number and kind of employees supervised by you:				Reason for leaving:
Total annual net income (after deduction of tax):				
DESCRIPTION OF YOUR DUTIES:				

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20 . If you have had more jobs, please describe them below. Please indicate the total number of years and months of each employment.

21 . **DEPENDENTS - If you have dependents give the following information:**

Name	Date of Birth (Year/Month/Day)	Relationship	Age	Status (studying, working, etc.)

If you wish, provide any other information regarding your dependants that you consider relevant:

22. **KNOWLEDGE OF LANGUAGES:**

What is your mother tongue?

Please specify other languages you know and indicate your level of knowledge by using the following keys: LIMITED (LIM) = Limited conversation, reading of newspapers, routine correspondence. WORKING KNOWLEDGE (WK) = Engage freely in discussions, read and write more complex material. FLUENT (FL) = Speak, read and write nearly as well as mother tongue.

No	Language	Speak	Read	Write
1.				
2.				
3.				
4.				
5.				
6.				
7.				

8.

23 PUBLICATIONS (for professional or scientific posts only)
List any significant publications you have written.

24 OFFICE SKILLS (For clerical posts only) - Indicate speed in words per minute. Add other languages if necessary.

Typing	English				

List special clerical/secretarial skills you possess and any office machine or equipment you can use:

25 COMPUTER SKILLS

Please indicate and comment on your computer knowledge in the areas listed below. When indicating your level of knowledge, use the following keys: FAIR = limited experience. WORKING KNOWLEDGE = regular use of the software and ability to apply it to meet the requirements of the job. PROFICIENT = advanced user; able to perform complex tasks. If you have no knowledge of any area, leave the corresponding field blank.

Word Processing:

Spreadsheets:

Presentation/Desktop publishing:

Databases:

Internet:

E-Mail/Communication:

Programming:

Other software:

Computer hardware/Special equipment:

26 List membership in professional societies and activities in civic, public or international affairs.

27 MISCELLANEOUS

Have you taken up legal permanent residence status in any country other than that of your nationality?

Have you taken any legal steps towards changing your present nationality?

If the answer to either question is yes, explain fully:

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, give full particulars of each case in an attached statement.

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

Where did you learn about job opportunities at OPEC?

28 WORK CONDITIONS

Have you previously worked for OPEC?

If so, when?

Have you previously submitted an application for employment with OPEC?

If so, when?

29 Do you know anyone in OPEC?

If the answer is yes, give the following information:

Name	Position	Relationship

30 REFERENCES - List three persons, not related to you, who are familiar with your character and qualifications. DO NOT repeat names of supervisors listed in the employment record.

Full name	Full address, phone number and e-mail address	Business or occupation

31 IMPORTANT - Please provide any other information that you consider important for the evaluation of your candidature:

32. I certify that the statement made by me in answer to the foregoing questions is true, complete and correct to the best of my knowledge and belief.

Date:

Signature:

