ITER\_D\_2F8SBJ



***EMPLOYEE IDENTIFICATION SHEET***

 *To be submitted to the HR Department at the start of employment* Date: /\_\_\_/\_\_\_/\_\_\_/

|  |  |
| --- | --- |
| **FAMILY NAME** |  |
| **FIRST NAME** |  |
| **Date & Place of Birth** |  |
| **Nationality** |  |
| **US Green Card Holder?** Yes[ ]  No [ ]   |
| **Address in place of duty** |  |
| **Other contact details** |

|  |  |
| --- | --- |
| **Staff mobile phone number & e-mail address** *(Mandatory information)* | **Contact person(s) (Name & Telephone) in case of emergency** *(Mandatory information)*  |
|  |  |

 |
| **Marital Status** | [ ]  Single [ ]  Married [ ]  Legal partnership [ ]  Divorced [ ]  Legally separated [ ]  Widowed |
| **Bank Data** | **Please enclose a RIB or IBAN in A4 format** |
| **Dependent Children** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name****(LAST, First)** | **Birth Date****(DD/MM/YYYY)** | **Nationality** |  **Gender** **(M/F)** | **Full-time Education****(Y/N)** | **Intn’l School of Manosque****enrolment****(Y/N)** |
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*If applicable, please fill in the form “Establishment of Allowances Rights”.* |
| **Spouse** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name / First name** | **Date of Birth** | **Nationality** | **Occupational activity (Y/N)** | **Activity in other international organization**  |
|  |  |  |  |  [ ]  Yes\* [ ]  No \* Name of the organization:  |

*If applicable, please fill in the form ”Establishment of Allowances Rights”* |

*The staff member declares that the foregoing declarations are accurate and complete, and according to Article 2.7 and Art. 7.3 of the Staff Regulations, whenever there is a change in the previously declared family circumstances, staff members shall automatically provide the updated information and notify the HR Department of such changes within 30 calendar days after their occurrence. An incomplete or false declaration may result in the recovery of any sums unduly paid and may lead, under Article 23 of the Staff Regulations to disciplinary action. The HR Department shall be entitled to demand any supporting documents that it deems necessary to establish a right to the corresponding allowances.*

**Employee Signature:**

**This page shall be filled in by the HR Department Staff**

**Staff Number (SAP):**

|  |  |  |  |
| --- | --- | --- | --- |
| Start date of contract: End date of contract: Contract Duration:  | Position indicated in the Contract:Department/Office End of Probation period: | Grade/Step:Alias Outlook: | Job No. |

|  |
| --- |
| **Education & Experience** |
| Relevant experience (number of years): |
| Education Level (see list): | ITER Job Family (see list): |
| Main Diploma / Institute-City / Country: |
| Branch of study 1 (see list): | Branch of study 2 - Optional (see list): |

|  |  |
| --- | --- |
| **Educational Level**1. PhD
2. Engineer
3. Master
4. Bachelor
5. Post-secondary degree
6. High School Diploma
 | **ITER Job Families**1. Line Management
2. Scientific Coordination
3. Project Engineering
4. Organizational Support
5. Other
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| **Branch of study** |
| 1. Business Administration
 |
| 1. Audit
 |
| 1. Communication
 |
| 1. Computer Aided Design
 |
| 1. Computer Science
 |
| 1. Construction
 |
| 1. Control System
 |
| 1. Cryogenics
 |
| 1. Design
 |
| 1. Diagnostics
 |
| 1. Document Management
 |
| 1. Electricity
 |
| 1. Engineering
 |
| 1. Finance
 |
| 1. Human Resources
 |
| 1. Information Technology
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| 1. Legal
 |
| 1. Logistics
 |
| 1. Maintenance
 |
| 1. Management
 |
| 1. Material
 |
| 1. Mechanics
 |
| 1. Nuclear
 |
| 1. Power Supply
 |
| 1. Procurement
 |
| 1. Project Management
 |
| 1. Quality Assurance/Control
 |
| 1. Safety - Occupational
 |
| 1. Safety  - Nuclear
 |
| 1. Scientist
 |
| 1. Secretaries-Assistants
 |
| 1. Technology
 |
| 1. Vacuum
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