

EMPLOYMENT APPLICATION CHECKLIST

- Have you carefully read the Vacancy Announcement, paying particular attention to qualification/eligibility requirements?
- Do you meet all qualification/eligibility requirements on the Vacancy Announcement? Only eligible/qualified candidates are considered.
- Have you addressed each qualification/eligibility requirement on your application form (DS-174) or CV, with specific and comprehensive information/document supporting each requirement?
- Under the 'WORK EXPERIENCE' portion of the DS-174, have you specified the position title and the start and end date (month/day/year) of each previous/current job? Have you described the major duties, responsibilities and accomplishments for each job?
- If you would like to submit both the DS-174 and a CV, have you made sure each of these documents is independent on the other? Avoid submitting a CV with the purpose of completing partial information provided on the DS-174 and vice versa.
- If you would like to submit a CV only, have you made sure it provides the same type of information found on the DS-174?
- Submit your application by the closing date on the Vacancy announcement, to the Human Resources Office, P. O. Box 817, Yaounde, Cameroon OR via email at: ydeapplicants@state.gov (make sure you indicate the title of the position on the "subject" line and attach "WORD" or "PDF" files only).
- ❖ The U.S. Embassy Yaounde can only accept applications for current vacancies; unsolicited applications are not accepted. If you wish to be considered for multiple vacancies, you must apply for each separately.

For additional information related to job applications, please contact the Human Resources Office of the U.S. Embassy in Yaounde.

Tel: 2220-1500, Ext: 4236 or 4006

Email: ydeapplicants@state.gov