

GUIDELINES ON APPLYING FOR EMPLOYMENT

PLEASE READ THIS PAGE CAREFULLY AS IT APPLIES TO ALL POSITIONS.

NOTE: All ordinarily resident (OR) applicants (see Appendix for definition) must have the required work and/or residency permits to be eligible for consideration.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the local security certification.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants **must** submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified. The Consulate does not accept applications via online recruitment websites without DS-174 form.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website <http://hochiminh.usconsulate.gov/jobs.html>
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Management Office

E-mail Address:

HoChiMinhCityHR@state.gov

More detailed instructions for completing the DS-174 can be found at [Instructions for Completing the DS-0174](#).