

HOW TO APPLY FOR A VACANCY AT THE U.S. EMBASSY

Important! Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified:

1. **Universal Application for Employment (UAE)** ([Form DS-174](#)), which is available on our website; **and**
2. Completed and enclosed **Supplemental Narrative Form**, which is specific for each position and can be located on the last page of each vacancy announcement; **and**
3. Any additional documentation that supports or addresses the requirements listed in the vacancy announcement (e.g. transcripts, degrees, etc.).

Applications can be emailed to ChisinauHR@state.gov indicating the position title in the subject line or mailed to the following address: Human Resources Office, U.S. Embassy, 103 A. Mateevici Str., Chisinau, Moldova, MD-2009.