

## **JOB OPPORTUNITIES**

### **How to apply for a position in the Embassy**

Read carefully the requirements of the positions announced. If you do not meet ALL the requirements of the position your application will not be considered.

If you have ALL the requirements for a specific position follow the next steps:

Send Form DS-174 – Universal Application for Employment (UAE), which is available at: <http://photos.state.gov/libraries/paraguay/231771/PDFs/ds-174.pdf>

Applications will be received at the American Embassy in Asuncion until the deadline marked on the vacancy announcement to: 1. American Embassy CC 402, or 2. Drop at the front gate of the Embassy.

For American Citizens or Third Country Nationals: In addition to the completed DS-174 – Universal Application for Employment (UAE), you must have a work permit or type of visa that allows you to work.

### **NOTES FROM HUMAN RESOURCES OFFICE (HRO):**

Due to the volume of applications that we receive only “short-listed” candidates will be contacted. DO NOT send original support documentation (certificates, diplomas, etc), please send only copies relevant to the position you are applying for.

Applications not in response to a specific opening and those that do not meet all the requirements will not be considered or retained in the Human Resources Office (HRO).

The Language level required for the position will be tested by HRO.