

THE RECRUITMENT PROCESS

Thank you for your interest in employment with the U.S. Mission Saudi Arabia (Riyadh, Jeddah & Dhahran). Our recruitment process at the Mission is designed to be consistent, focused, and fair in attracting and recruiting the most qualified persons for the job being advertised.

APPLYING FOR A JOB

The key thing to keep in mind when applying for a position with U.S. Mission is that we want to know how your education, work experience, knowledge, skills and abilities **match** the job advertised. In short, please simply tell us why you are the best possible candidate for the job.

We receive hundreds of applications for some of our vacancies. Therefore, it's really important that you make your application stand out for all the right reasons. Following the instructions on how to apply for a job is the key:

You MUST submit the following mandatory job application form (UAE/DS-174) with your job application package:

- **Universal Application for Employment (UAE/DS-174):** This form is specific to each vacancy and can be found at the end of each job advertisement. It is our required job application, as it aims to focus the candidate on the essential criteria of an advertised vacancy. This form is available on our website.

Detailed instructions on how to complete the UAE/DS-174 form can be found on our website.

You MUST ALSO include the following documents along with your job application package:

- Your current curriculum vitae/resume.
- Evidence of your legal right to work/residence in the Saudi Arabia (work permit/residence permit, etc). Please do not send originals by mail. Copies are acceptable.
- Evidence of Appointment Eligible Family Member Preference (such as copy of your sponsor's orders) or U.S. Veteran Preference (DD214), if applicable. Please do not send originals by mail. Copies are acceptable.
- Copies of any other required documents as mentioned in the Vacancy Announcement, e.g. drivers license, professional certificates/degrees, etc.

PLEASE NOTE: WHETHER YOU ARE AN INTERNAL OR EXTERNAL CANDIDATE, IF YOUR APPLICATION PACKAGE IS INCOMPLETE, YOU WILL NOT BE CONSIDERED FURTHER FOR AN EMBASSY/CONSULATE VACANCY.

COMPLETING OUR PDF FORMS

We recommend that you fill out and print the form (DS-174) in one session. For data protection reasons these forms do not allow you to save data.

Important Helpful Hints - DO

- Focus on the essential requirements of the job. These requirements can be found about half way down our vacancy announcement for the job. Please include in your application relevant and concise information about how your education, work experience, knowledge, skills and abilities, matches what we are looking for in a successful candidate.
- Ensure your application is accurate. Misspellings or typographical errors can make a big difference in you being shortlisted or not.
- Make sure your application is complete and has all the attachments listed above.
- ONLY Apply if possess the qualifications, work experience, knowledge, skills and abilities required for the job, as stated in the vacancy announcement for the job. All of these criteria are taken into consideration when short listing, and if you do not meet them, you will not be considered further.
- If a position requires a Saudi driver's license, then do not apply unless you have one.
- Apply before 1700hrs local Saudi time on the closing date. Applications submitted after 1700hrs will not be accepted.

SUBMITTING YOUR APPLICATION

As an environmentally aware employer, our preference is for you to submit your application by **email** to HRORiyadh@state.gov for Riyadh vacancies, JeddahHR@state.gov for Jeddah vacancies and DhahranHR@state.gov for Dhahran vacancies in such timely manner that your application package is successfully received by us on or before the deadline of 1700 hrs (Saudi Local Time) on the closing date.

Ensure documents are in **Adobe Acrobat PDF** format and as a single PDF (DS-174, resume/CV, Iqama/residence permit and any other certification)

Note that HR does not keep a "current applications" file of applications submitted by candidates who were not selected for an advertised position and a similar position may be "activated" for future vacancies. Applicants must submit a new application package for each advertised job vacancy, since identical looking job vacancies may contain different requirements which must be specifically addressed by the applicant.

Note that if we are to pursue your application further, we will contact you within 4-6 weeks from the closing date. If you have not been contacted by us within this time frame, please presume your job application has been unsuccessful.