

Summarize Application Form

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information. Failure to do so will result in an incomplete application.

- A. Position Title
- B. Dates Available for Work
- C. First, Middle, & Last Names as well as any other names used
- D. Current Address, Day, Evening, and Cell phone numbers
- E. National Identity Card Number
- F. Are you between ages 18-60
- G. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Position, Location)
- H. Education

- College/University

Name of the College/University	Highest Education	Subjects & Results

- Vocational Training/Professional Education

Name of the Institute	Course Title	Start date	End date	Main subjects

- I. Language Skills

- J. Work Experience

Name of the Employer	Job title	Start date	End date	Main duties/responsibilities	Last drawn salary

K. If applying for position that includes driving a U.S. Government vehicle,
 Driver's License Class / Type Current monthly take home salary

L. References