



**YOU ARE REQUIRED TO COMPLETE, IN FULL, ALL THE FIELDS FOLLOWING.  
PLEASE AVOID PHRASES SUCH AS 'REFER TO CV' OR SIMILAR.**

**POSITION DETAILS**

Job applying for (Ref No)	PASSPORT & CITIZENSHIP ASSISTANT (15/79)
Where did you learn about this job vacancy?	<p><u>LinkedIn</u></p> <p><u>Newspaper</u></p> <p>If yes, please specify _____</p> <p><u>Visiting a Non-U.S. Embassy Website</u></p> <p>If yes, please specify _____</p> <p><u>Visiting the Embassy website</u></p> <p><u>Word of mouth</u></p>

**PERSONAL INFORMATON**

Title (Dr/Mr/Mrs/Ms/Miss/Other)	
Last Name(s)/Surname(s)	<hr/> <hr/>
First Name	<hr/> <hr/>
What is your citizenship?	<hr/> <hr/>
<p>Are you a dual national?</p> <p>If yes, please provide details of your nationalities?</p>	<hr/> <hr/> <hr/> <hr/>

<p>What document(s) do you possess which allow you the legal right to work in the U.K?</p> <p><b>NB: If you do not <u>currently</u> have the legal right to work in the U.K. you will not be eligible to apply for a position at U.S. Embassy.</b></p> <p><b>Embassy London HR will require evidence of your legal right to work in the U.K. on application, such as a copy of your passport biographical page, work visa page and, or, birth certificate. Please do not send originals by mail. Copies are acceptable.</b></p> <p><b><u>Please note</u>, short-listed applicants will be asked to provide at assessment original documentation in support of their legal right to work in the U.K.</b></p>	<p>British Passport</p> <p>Other</p> <p>If yes, please specify _____</p> <p>U.K. Visa</p> <p>Type _____</p> <p>Issue Date _____</p> <p>Expiry Date _____</p> <p>Restrictions (if applicable) _____</p>
<p>Email</p>	<p>_____</p>
<p>Home Address</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Daytime Telephone Number</p>	<p>_____</p>
<p>What is your current notice period/What is your availability to work?</p>	<p>_____</p>
<p>What days are you able to work as part of a regular work schedule?</p>	<p>_____</p>
<p>Are you willing to adopt a flexible approach to carrying out duties and special projects, occasionally outside of normal working hours?</p>	<p>_____</p>
<p>Which computer packages are you familiar with?</p>	<p>_____</p>
<p>What is your typing speed?</p>	<p>_____</p>
<p><b>HIRING PREFERENCE</b></p>	
<p>Are you claiming and wishing to invoke any of the following hiring preferences, based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U.S. Veteran? Please see 'Instructions for Completing the DS-174' for additional information about the USEFM and U.S. Veterans hiring preference. Full definitions of each preference are also provided on our website at <a href="http://london.usembassy.gov/hrd/aefm-and-veterans-preference.html">http://london.usembassy.gov/hrd/aefm-and-veterans-preference.html</a>.</p> <p><b>I am a U.S. Citizen EFM and also a U.S. Veteran.</b></p> <p>If yes, please provide the name of the spouse or sponsoring employee: _____</p> <p><b>I am a U.S. Veteran.</b></p>	

**As a U.S. Veteran/U.S. EFM and U.S. Veteran, I wish to invoke my hiring preference for this vacancy.**

If you answered 'yes' to Veterans Preference, please ensure that you include a copy of your DD-214 Member 2 or Member 4. If these documents are not provided when making your application, preference will not be given.

Please note, as of April 1, 2014, any U.S. Veteran who accepts a locally recruited position abroad may not invoke this preference again with the same Agency at the same Post. (EXCEPTION: Any preference-eligible U.S. Veteran employed before April 1, 2014 may invoke the Veterans' Hiring Preference once more with the same Agency).

**I am a U.S. Citizen EFM.**

If yes, please provide the name of the spouse or sponsoring employee: \_\_\_\_\_

**I am neither a U.S. Citizen EFM, nor a U.S. Veteran.**

**LANGUAGE SKILLS**

How would you rate your English skills?

- Level 1 = Basic Knowledge
- Level 2 = Limited Knowledge
- Level 3 = Good Working Knowledge
- Level 4 = Fluent
- Level 5 = Professional Translator

Do you speak any other languages?

- Level 1 = Basic Knowledge
- Level 2 = Limited Knowledge
- Level 3 = Good Working Knowledge
- Level 4 = Fluent
- Level 5 = Professional Translator

Speak = Level \_\_\_\_\_  
Read = Level \_\_\_\_\_  
Write = Level \_\_\_\_\_

If yes, please state the language and level below:

Language: \_\_\_\_\_  
Speak = Level \_\_\_\_\_  
Read = Level \_\_\_\_\_  
Write = Level \_\_\_\_\_

Language: \_\_\_\_\_  
Speak = Level \_\_\_\_\_  
Read = Level \_\_\_\_\_  
Write = Level \_\_\_\_\_

**ESSENTIAL HIRING REQUIREMENTS FOR THIS POSITION**

**In the following sections, please provide full and specific information about how you meet the essential requirements for the position.**

**If you do not meet the requirements for this position, you will not be shortlisted.**

**Essential Qualifications Required**

**Do you have 4 GCSEs, high school diploma or an equivalent academic qualification?**

**Please provide details – Institution, qualification and grade.**

---

---

---

---

---

---

---

---

**Essential Work Experience Required**

**Do you have progressively responsible work experience involving the application of a relatively complex subject matter?**

**If yes, how have you developed this experience?**

---

---

---

---

---

---

---

---

**Do you possess work experience involving:**

- extensive face-to-face public contact
- data entry
- being part of a team, providing a service?

**If answering 'yes' to the above, please detail how you have gained such experience.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

