



**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)	CHAUFFEUR, SPECIAL UNITED STATES LIAISON OFFICE (SUSLO) (11/29)
Where did you learn about this job vacancy?	<p><u>Newspaper</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify _____</p> <p><u>Visiting a Non-US Embassy Website</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify _____</p> <p><u>Visiting the Embassy website</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Word of mouth</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

PERSONAL INFORMATON

Title (Dr/Mr/Mrs/Ms/Miss/Other)	<input type="checkbox"/> Dr. <input type="checkbox"/> Other _____ <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss.
Last Name(s)/Surname(s)	
First Name	
What is your citizenship?	
Are you a dual national? If yes, please provide details of your nationalities?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>What document(s) do you possess which allow you the legal right to work in the UK? NB: If you do not <u>currently</u> have the legal right to work in the UK you will not be eligible to apply for a position at US Embassy.</p> <p>Embassy London HR will require verification of eligibility, if you are invited to the assessment for the position.</p>	<p>British Passport <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Other <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify _____</p> <p>UK Visa <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Type _____</p> <p>Issue Date _____</p> <p>Expiry Date _____</p> <p>Restrictions (if applicable) _____</p>
<p>Email</p>	
<p>Home Address</p>	
<p>Daytime Telephone Number</p>	
<p>Do you have a full UK/EC/EEA Drivers' License? Please note, a provisional license or non UK/EC/EEA license will <u>not</u> be accepted and your application will not be considered further.</p> <p>Do you have any penalty points?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, in which country was your license issued?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how many?</p>
<p>If hired, are there any accommodations the Embassy would need to provide in order for you to perform all the essential duties and functions of this position?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details.</p>
<p>What is your current notice period/What is your availability to work?</p>	
<p>What days are you able to work as part of a regular work schedule?</p>	
<p>Are you willing to adopt a flexible approach to carrying out duties and special projects, occasionally outside of normal working hours?</p>	

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HIRING PREFERENCE

Are you claiming 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 <http://london.usembassy.gov/hrd/applying.html> .

(Please Check only one)

Yes, I am a U.S. Citizen EFM and also a U.S. Veteran.

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

Yes, I am a U.S. Veteran.

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

Yes, I am a U.S. Citizen EFM.

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

No, 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

Speak = Level ____
Read = Level ____
Write = Level ____

Do you speak any other languages?

Yes No

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

If yes, please state the language and level below:

Language: _____
Speak = Level ____
Read = Level ____
Write = Level ____

Language: _____

	Speak = Level _____ Read = Level _____ Write = Level _____
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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.

<p>Qualifications:</p> <p>Have you completed secondary school education? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please provide details – Institution, qualification and grade.</p>	
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<p>Which computer packages are you familiar with?</p>	
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<p>Do you have a <u>working</u> knowledge of:</p> <ul style="list-style-type: none"> • London streets • UK Government locations • UK motor regulations? <p>If answering 'yes' to all of the above, please explain how you have developed this knowledge.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
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<p><u>Please provide two references.</u> If the interview panel determines that you are the best person for the job, your past two most recent employers will be contacted and asked to provide employment references for you prior to a tentative offer of employment being made</p>	<p><u>Reference 1:</u> Name: Address: Telephone No: Email:</p> <p><u>Reference 2:</u> Name: Address: Telephone No: Email:</p>
<p>I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily give on or attached to this application may be investigated.</p>	<p>Signature: <hr/></p> <p><u>Date:</u> mm-dd-yyyy</p>

PLEASE ATTACH A CURRENT CV WITH THIS FORM