



**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)	CONSULAR INFORMATION ASSISTANT (11/41)
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Where did you learn about this job vacancy?	<p><u>Newspaper</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify _____</p> <p><u>Visiting a Non-US Embassy Website</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify _____</p> <p><u>Visiting the Embassy website</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Word of mouth</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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PERSONAL INFORMATON

Title (Dr/Mr/Mrs/Ms/Miss/Other)	<p><input type="checkbox"/> Dr. <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.</p> <p><input type="checkbox"/> Ms. <input type="checkbox"/> Miss.</p>
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Last Name(s)/Surname(s)	
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First Name	
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What is your citizenship?	
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<p>Are you a dual national?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details of your nationalities?</p>	
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<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>
Email	
Home Address	
Daytime Telephone Number	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details.
What is your current notice period/What is your availability to work?	
What days are you able to work as part of a regular work schedule?	
Are you willing to adopt a flexible approach to carrying out duties and special projects, occasionally outside of normal working hours?	
HIRING PREFERENCE	
<p>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 .</p>	
(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

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 ____

Yes No

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.

Qualifications:

Do you have a Bachelor's degree in either of the following:

- | | | |
|----------------------------|-------------------------------------|------------------------------------|
| • Politics; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • History; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • English; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • American Studies? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please provide details – Institution, qualification and grade.

What is your typing speed?

Which computer packages are you familiar with?

Please detail how your work experience has involved researching, analyzing and drafting papers, memoranda and/or correspondence for a lay audience.

Please detail your experience of working in a public facing customer service or information function.

<p>How have you developed a thorough knowledge of English grammar and business writing techniques?</p>	
<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: _____ <u>Date:</u> mm-dd-yyyy</p>

PLEASE ATTACH A CURRENT CV WITH THIS FORM