



**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)	WHEN ACTUALLY EMPLOYED ADMINISTRATIVE CLERK (13/24)
---------------------------	---

PERSONAL INFORMATION

Title (Dr/Mr/Mrs/Ms/Miss/Other)	
---------------------------------	--

Last Name(s)/Surname(s)	_____
-------------------------	-------

First Name	_____
------------	-------

What is your citizenship?	_____
---------------------------	-------

Are you a dual national? If yes, please provide details of your nationalities?	_____
---	-------

<p>What document(s) do you possess which allow you the legal right to work in the UK?</p> <p>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 evidence of your legal right to work in the UK 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.</p> <p><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 UK.</p>	<p>British Passport</p> <p>Other</p> <p>If yes, please specify _____</p> <p>UK Visa</p> <p>Type _____</p> <p>Issue Date _____</p> <p>Expiry Date _____</p> <p>Restrictions (if applicable) _____</p>
---	--

Email	_____
-------	-------

Home Address	_____
--------------	-------

Daytime Telephone Number	_____
--------------------------	-------

<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>If yes, please provide details.</p> <p>_____</p> <p>_____</p>
<p>What is your current notice period/What is your availability to work?</p>	<p>_____</p> <p>_____</p>
<p>What days are you able to work as part of a regular work schedule?</p>	<p>_____</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>Which computer packages are you familiar with?</p>	<p>_____</p> <p>_____</p>
<p>What is your typing speed?</p>	<p>_____</p>

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)

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: _____

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 2 or Member 4. If these documents are not provided when making your application, preference will not be given.

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

Speak = Level _____

Read = Level _____

Write = Level _____

<p>Level 3 = Good Working Knowledge Level 4 = Fluent Level 5 = Professional Translator</p> <p>Do you speak any other languages?</p> <p>Level 1 = Basic Knowledge Level 2 = Limited Knowledge Level 3 = Good Working Knowledge Level 4 = Fluent Level 5 = Professional Translator</p>	<p>If yes, please state the language and level below:</p> <p><u>Language:</u> _____ Speak = Level _____ Read = Level _____ Write = Level _____</p> <p><u>Language:</u> _____ Speak = Level _____ Read = Level _____ Write = Level _____</p>
--	---

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><u>Essential Qualifications Required</u></p> <p>Do you have a U.S. High School Diploma or an equivalent academic qualification?</p> <p>Please provide details – Institution, qualification and grade.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	---

<p>Do you have administrative/secretarial work experience?</p> <p>If yes, how have you developed this experience?</p>	<hr/>
<p>Please provide two references. 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>Reference 1: Name: _____ Address: _____ Telephone No: _____ Email: _____</p> <p>Reference 2: 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: _____</p> <p>Date: mm-dd-yyyy</p> <p>_____</p>

PLEASE ATTACH A CURRENT CV WITH THIS FORM PLUS EVIDENCE OF YOUR LEGAL RIGHT TO WORK IN THE UK. PLEASE NOTE, IF YOU FAIL TO PROVIDE THE COMPLETED FORMS AND DOCUMENTATION REQUESTED, YOUR APPLICATION WILL BE MADE INVALID.