UNITED STATES EMBASSY
LONDON

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 ASSOCIATE (13/50)**
Where did you learn about this job vacancy?	**Newspaper** NO **If yes, please specify** _____ **Visiting a Non-US Embassy Website** NO **If yes, please specify** _____ **Visiting the Embassy website** NO **Word of mouth** NO
PERSONAL INFORMATON	
Title (Dr/Mr/Mrs/Ms/Miss/Other)	MR
Last Name(s)/Surname(s)	_____ _____
First Name	_____ _____
What is your citizenship?	_____ _____
Are you a dual national? **If yes, please provide details of your nationalities?**	NO _____ _____ _____ _____

What document(s) do you possess which allow you the legal right to work in the UK? **NB: If you do not currently have the legal right to work in the UK you will not be eligible to apply for a position at US Embassy.** **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.** **Please note, short-listed applicants will be asked to provide at assessment original documentation in support of their legal right to work in the UK.**	**British Passport** NO **Other** NO **If yes, please specify** _____ **UK Visa** NO **Type** _____ **Issue Date** _____ **Expiry Date** _____ **Restrictions (if applicable)** _____
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?	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?	_____ _____
Which computer packages are you familiar with?	_____ _____

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)

NO **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: _____

NO **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.

NO **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? **Level 1 = Basic Knowledge** **Level 2 = Limited Knowledge** **Level 3 = Good Working Knowledge** **Level 4 = Fluent** **Level 5 = Professional Translator**	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.

Essential Qualifications Required **Do you have a U.S. High School Diploma?** **Please provide details – Institution, qualification and grade.**	NO _____ _____ _____ _____ _____ _____ _____
Essential Work Experience Required **Do you have prior experience in an administrative / government Services / para-professional work environment?** **If answering 'yes' to the above, please detail how you have gained such experience.**	NO _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Essential Knowledge Required **Have you successfully completed the 31-day Consular Course PC-530 within the last five years?** **If answering 'yes' to the above, please provide further details.**	NO _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

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.	**Reference 1:** Name: _____ Address: _____ _____ Telephone No: _____ Email: _____ **Reference 2:** Name: _____ Address: _____ _____ Telephone No: _____ Email: _____
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.	Signature: _____ Date: mm-dd-yyyy _____

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.