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)	**PUBLIC AFFAIRS (PA) ASSISTANT (13/65)**
Where did you learn about this job vacancy?	**Newspaper** **If yes, please specify _____** **Visiting a Non-US Embassy Website** **If yes, please specify _____** **Visiting the Embassy website** **Word of mouth**
PERSONAL INFORMATON	
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?**	_____ _____ _____ _____

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** **Other** **If yes, please specify** _____ **UK Visa** **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?	**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?	
Which computer packages are you familiar with?	_____ _____
What is your typing speed?	_____
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 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	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 four GCSE's, U.S. High School Diploma or an equivalent academic qualification?** **Please provide details – Institution, qualification and grade.**	_____ _____ _____ _____ _____ _____ _____
Essential Work Experience Required **Do you have administrative/secretarial work experience?** **If yes, how have you developed this experience?**	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Essential Knowledge Required **How have you developed knowledge of office procedures?**	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

<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.	**<u>Reference 1:</u>** **Name: _____** **Address: _____** **_____** **Telephone No: _____** **Email: _____** **<u>Reference 2:</u>** **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:** **_____** **<u>Date:</u> 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.