



**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)	NON-IMMIGRANT VISA ASSISTANT x 2 (15/54)
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Where did you learn about this job vacancy?	<p><u>LinkedIn</u></p> <p><u>Newspaper</u></p> <p>If yes, please specify _____</p> <p><u>Visiting a Non-U.S. Embassy Website</u></p> <p>If yes, please specify _____</p> <p><u>Visiting the Embassy website</u></p> <p><u>Word of mouth</u></p>
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<p>Are you currently an employee of the U.S. Mission to the U.K?</p> <p>(Please ignore this question if you are a USEFM)</p> <p><i>Please note that this position is advertised to 'Current Employees of the Mission' (this includes Embassy contractors* and may extend, at the discretion of the Recruiting Officer, to current employees of other overseas U.S. Missions). If you are not a current employee of the Mission your application will not be considered. *Employees of Embassy contractors are defined as individuals who work for an Embassy contractor (e.g. AEEA, Dussmann Security, DX, CSC, Metro Bank) who spend a minimum of 75% of their working hours physically located in the Embassy or on other property of the U.S. Mission to the U.K.</i></p>	
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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?	_____ _____ _____
What document(s) do you possess which allow you the legal right to work in the U.K? NB: If you do not <u>currently</u> have the legal right to work in the U.K. you will not be eligible to apply for a position at U.S. Embassy. Embassy London HR will require evidence of your legal right to work in the U.K. 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. <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 U.K.	British Passport Other If yes, please specify _____ U.K. 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 and wishing to invoke 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/aefm-and-veterans-preference.html>.

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.

As a U.S. Veteran/U.S. EFM and U.S. Veteran, I wish to invoke my hiring preference for this vacancy.

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

<p>How would you rate your English skills?</p> <p>Level 1 = Basic Knowledge Level 2 = Limited Knowledge 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</p>	<p>Speak = Level _____</p> <p>Read = Level _____</p> <p>Write = Level _____</p> <p>If yes, please state the language and level</p>
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<p>Level 2 = Limited Knowledge Level 3 = Good Working Knowledge Level 4 = Fluent Level 5 = Professional Translator</p>	<p>below:</p> <p><u>Language:</u> _____ Speak = Level _____ Read = Level _____ Write = Level _____</p> <p><u>Language:</u> _____ Speak = Level _____ Read = Level _____ Write = Level _____</p>
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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.

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 prior experience in:

- office clerical work, including data entry
- face-to-face customer service contact with the public?

If yes, how have you developed this experience?

<p>Do you have prior experience in a consular section?</p> <p>If yes, how have you developed this knowledge?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Essential Knowledge Required</p> <p>How have you developed your familiarity with basic clerical procedures?</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>

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 U.K. PLEASE NOTE, IF YOU FAIL TO PROVIDE THE COMPLETED FORMS AND DOCUMENTATION REQUESTED, YOUR APPLICATION WILL BE MADE INVALID.