

# GUIDELINES ON APPLYING FOR EMPLOYMENT

---

PLEASE READ THIS PAGE CAREFULLY AS IT APPLIES TO ALL POSITIONS.

**NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.**

## ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed six months of employment with the Mission are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold the required security clearance.
7. By law, US Citizen males 18 through 25 born after December 31, 1959 must have registered with the US Selective Service (or have an exception). This registration is a condition of employment for locally recruited positions with the Department of State and other Executive Branch agencies at post under Chief of Mission authority, regardless of locale or the employment mechanism (e.g., direct hire, PSA, other agency PSA or PSC).

## TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

More detailed instructions for completing the DS-174 can be found at [Instructions for Completing the DS-0174](#). Please contact the Human Resources Office at 3520-4200 X4342/4274 for further inquiries.