

APPLICATION FOR LOCAL NATIONAL DIRECT HIRE (LNDH) EMPLOYMENT WITH UNITED STATES FORCES (USF)

INSTRUCTIONS: Please read the instructions before filling out the application. Complete all sections carefully and provide as much detail as possible. If applicable, include a Curriculum Vitae (CV)/Resume with the application, or if you need additional space, attach supplemental sheets to the application. Submit a signed and dated application to the Civilian Personnel Office by the closing date of the announcement, or postmarked by closing date of the announcement. Email applications to 100FSS.FSMC6@us.af.mil or mail to 100 FSS/FSMC, Unit 4702, RAF Mildenhall, Bury St. Edmunds, Suffolk, IP28 8NF. Late applications will not be considered.

Privacy Act Statement Authority: This form requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 USC 552(a). System of Record Notice, OPM/GOVT-5, Recruiting, Examining, and Placement Records (June 19, 2006, 71 FR 35351) applies.

Purpose: To obtain employee information for initial appointment with the USF.

Routine Uses: In addition to the DoD "Blanket Routine Uses", those uses set forth in System of Records Notice OPM/GOVT-5 apply.

Disclosure: Voluntary, however, failure to provide the required information will prevent the Civilian Personnel Office from establishing and assessing employee eligibility for employment, rights and benefits.

1. List position(s) you are applying for (Title, Series, Grade, Location, and Vacancy Number)					
2. How did you hear about USF employment? e.g. Job Centre, USF website, etc.?					
3. Last Name, First Name, Middle Initial			4. When is the earliest you could start? (ddmmyyyy)		
5. Citizenship/Nationality			6. Are you, or have you ever been, a US citizen? YES NO		
7. Do you have the right to live and work in the UK? YES NO Please note: You will be required to produce documents to show eligibility to work in the UK.			8. If you are required to have a visa to reside/work in the UK, what is the expiration date of the visa? (ddmmyyyy)		
9. Are you a US dual national? YES NO If Yes, what is your other nationality? Please note: US/UK nationals are not eligible for appropriated fund positions, but are eligible for non-appropriated fund positions under host nation employment conditions.			10. Have you continuously resided in the UK for the last 5 years? YES NO Please note: The USF will carry out a verification process and will check any information provided in the application to include supplemental information obtained. This includes references, proof of identification, and right to work.		
11. Home address:					
12. Home phone:			13. Mobile phone:		
14. Email address:			15. National Insurance Number:		
16. What schedules would you be willing to work:			17. What shift would you be willing to work:		
Full time	YES	NO	Standard (M-F, day shift)	YES	NO
Part time	YES	NO	Nights	YES	NO
Temporary	YES	NO	Weekends	YES	NO
Intermittent On Call (No guaranteed hours)	YES	NO	US/UK Public Holidays	YES	NO
As rostered (any 5 days out of 7, varying hours)	YES	NO	Rotating shifts (any 5 days out of 7, varying shifts)	YES	NO

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For Questions 18-25, if you answer 'yes' to any, please provide additional information in block 27. If supplemental sheets are needed please remember to put your name on them.

18. Have you ever been employed as a civilian on any US Forces base (LNDH or MoD)? If 'yes', provide dates and location in block 27.	YES	NO
19. Do you have any relatives employed at the installation for which you are applying? If 'yes', provide names and location in block 27.	YES	NO
20. Are there any dates you are unavailable for interview? If 'yes', provide dates in block 27.	YES	NO
21. Do you have any disabilities that might require us to make reasonable adjustments to assist you in making your application?	YES	NO
22. During the last 5 years, have you been terminated from any job for any reason, did you resign after being told that you would be terminated, or did you leave any job by mutual agreement because of specific reasons? If 'yes', provide date, explanation of issue, reason for leaving, and employer's name and address in block 27.	YES	NO
23. Have you ever been convicted of a criminal offense? (Declaration subject to the Rehabilitation of Offenders Act 1974), If 'yes', please provide details of the offense and details of the police force or court involved in block 27.	YES	NO
24. Are you currently charged with any criminal offense? If 'yes', please provide details of the offense and details of the police force or court involved in block 27.	YES	NO
25. Do you intend to continue working for any other employer? If 'yes' provide details including hours of work in block 27. <small>Please note: Continued employment with any other employer will require the permission of the USF, and if total working hours exceeds 48 hours a week, you will have to sign an "opt out" of the Working Time Regulations (1998).</small>	YES	NO
26. If there is an age requirement listed in the vacancy announcement, do you meet that requirement?	YES	NO N/A

27. Additional remarks:

28. Education		
	Name and location of school/college/university	Certificates/Qualifications/Course completed
a.		YES NO
b.		YES NO
c.		YES NO

29. Training, licenses, certificates, child care modules, etc.			
	Name/type	Completed	Date of completion
a.		YES NO	
b.		YES NO	
c.		YES NO	

30. Knowledge, skills, and abilities (e.g. computer, office automation, typing wpm)			
a.		d.	
b.		e.	
c.		f.	

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31. Work Experience and Employment (most recent first)			
A.	Employer Name:		
Address:			
Job Title:		From:	To:
Description of Work: describe your specific duties, responsibilities and accomplishments in this job			
Hours Per Week:		Pay Rate:	
		Per Annum	Per Hour
B.	Employer Name:		
Address:			
Job Title:		From:	To:
Description of Work: describe your specific duties, responsibilities and accomplishments in this job			
Hours Per Week:		Pay Rate:	
		Per Annum	Per Hour

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31. Work Experience and Employment (most recent first), continued			
C.	Employer Name:		
Address:			
Job Title:		From:	To:
Description of Work: describe your specific duties, responsibilities and accomplishments in this job			
Hours Per Week:		Pay Rate:	
		Per Annum	Per Hour
D.	Employer Name:		
Address:			
Job Title:		From:	To:
Description of Work: describe your specific duties, responsibilities and accomplishments in this job			
Hours Per Week:		Pay Rate:	
		Per Annum	Per Hour

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ADDITIONAL INFORMATION:

- A. For further information regarding application procedures contact the Civilian Personnel Office at 01638 543540 or email at 100FSS.FSMC6@us.af.mil.
- B. Equal Opportunities statement: There will be no discrimination in employment practices and the USF positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender, gender reassignment, marital status, nationality, pregnancy/maternity, race, religion or beliefs, sexual orientation, and whether or not an individual is a member of a trade union.
- C. Disability: USF is an Equal Opportunity Employer and people with disabilities are encouraged to apply. For more information regarding the definition of disability under the Equality Act 2010 visit www.gov.uk, or for further details contact the Civilian Personnel Office.
- D. Security clearance/verification process: all positions with USF are considered "Positions of Trust". Any employment tentatively offered is subject to a security clearance/background information check conducted by the UK Ministry of Defence (MoD) on behalf of USF.
- E. Qualifications: This form (and any supplemental documents) will be used for all qualification determinations. If appointed, this form will become a part of the official personnel file.
- F. Vacancy announcement: **I certify I have read the entire vacancy announcement and I meet all eligibility requirements listed in the announcement located at <http://www.mildenhall.af.mil/units/100fss/civilianpersonnel.asp>. I will notify civilian personnel if I should become ineligible at a future date.**
- G. Child Development and Youth Programs applicants only: You must have initial and recurring favorable outcomes regarding all of the following: security checks, criminal and background checks, and medical pre-employment physical checks (including immunizations). Updates/reviews of security checks and physical requirements (including immunizations) will be accomplished on a recurring basis. It is also a requirement that you have two favorable pre- employment references.
- H. For positions involving the sale of alcohol and tobacco OR working with children there is a minimum age requirement of 18.
- I. **I understand that by signing this form, I will not be reimbursed for any costs associated with my being interviewed (e.g. travel costs, preparation costs, etc.).**
- J. **I understand an appointment, if offered, will be conditional upon satisfactory completion of all pre-employment requirements. I will not be given a start date until all pre-employment requirements are completed and all conditions are met.**
- K. The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act (5 U.S.C. 552) and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of the PERSONAL INFORMATION may result in criminal and/or civil penalties.
- L. **Application declaration: I certify that the statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. Failure to disclose any relevant information, or supplying false or misleading information, incomplete statements, misrepresentation or fraud herein may lead me to be ineligible for employment or warrant subsequent termination of my contract of employment after appointment.**

SIGNATURE	DATE

Reserved for Civilian Personnel Office use

Date eligibility/visa requirements checked:

Date postmarked:

Date received:

Notes: