

# Local National Direct Hire (LNDH) Brief

Civilian Personnel Office

April 2017

# Applying for a Position

The background of the slide is white with abstract, overlapping blue geometric shapes on the right side. These shapes include triangles and polygons in various shades of blue, from light to dark, creating a modern, professional look.

# Where To Look For LNDH Jobs

- ▶ Civilian Personnel Website
  - ▶ <http://www.mildenhall.af.mil/Info/100th-Force-Support-Squadron/Civilian-Personnel>
- ▶ Job Seekers Website in the UK
  - ▶ <http://jobseekers.direct.gov.uk>
- ▶ Facebook (Mildenhall CPO)
- ▶ Twitter (Mildenhall CPO)

The appearance of hyperlinks does not constitute endorsement by the Defense Media Activity - Fort Meade, MD, the United States Air Force, or the Department of Defense, of the external Web site, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Air Force does not exercise any editorial control over the information you may find at these locations or the privacy and user policies of these locations. Such links are provided consistent with the stated purpose of the Web site.

# Application Process – Steps to Take

- ▶ Read the Vacancy Announcement
- ▶ Download the application  
([http://www.mildenhall.af.mil/Portals/9/documents/civ\\_pers/LNDH%20Application%2020%20March%2015.pdf?ver=2016-05-16-111040-703](http://www.mildenhall.af.mil/Portals/9/documents/civ_pers/LNDH%20Application%2020%20March%2015.pdf?ver=2016-05-16-111040-703) )
- ▶ Fill out the application completely (mandatory) - you may also submit a resume (CV) however it is not required.
- ▶ Remember to add the vacancy announcement number for each position applying for at top of each application.
- ▶ Please submit a separate application for each position you are applying to.
- ▶ Ensure accuracy of information and legible if handwritten.
- ▶ Email or Fax to RAF Mildenhall CPO by vacancy closing date.
- ▶ Keep a copy of your application/resume (CV) and vacancy announcement for your records.

# Vacancy Announcements

- ▶ The most important thing you can do to increase your chances of employment is to READ the vacancy announcement, address the qualifications needed for the position, and provide any required documentation (e.g. licenses and/or certificates)
- ▶ The vacancy announcement will provide the following information:
  - ▶ Identifies the Knowledge, Skills and Abilities (KSA's) necessary to do the job.
  - ▶ Identifies documentation (application, licenses or certificates) needed to apply.
  - ▶ Provides instructions on how to apply and send your completed application.

# Application Procedures

- ▶ Mildenhall Application Form is required - located on Website or can be requested through the CPO.
  - ▶ Resume (CV) can be attached - it is encouraged but NOT required.
  - ▶ Applicants will need to submit necessary documents with the application form to demonstrate that they are able to work in the United Kingdom.
- ▶ Applications must be complete and legible to be considered
  - ▶ Interviews are optional so your application could be the only way to “sell” yourself.
- ▶ Address Knowledge, Skills and Abilities (KSA's) listed in the vacancy announcement which are identified in the vacancy announcement.

# Application Procedures (cont.)

- ▶ Knowledge
  - ▶ Being familiar with or understanding information through experience or association (i.e. knowledge of bookkeeping procedures)
- ▶ Skill
  - ▶ A learned ability to do something competently (i.e. skilled in typing)
- ▶ Ability
  - ▶ Capability to accomplish an objective (i.e. ability to operate firefighting equipment)

# Application Procedures (cont.)

- ▶ In describing work experience, use strong, action words to support your experience (overhauled engines, stripped paint, analyzed financial plans).
- ▶ Don't use "we"
- ▶ Indicate full or part time (# of hours/week) of work desired.
- ▶ Make sure you put the announcement number that you are applying for on the application.
- ▶ Ensure you address the knowledge of the position - this can be done on a separate piece of paper and attached to the application - resumes (CV's) are encouraged but not required.



# Helpful Tips to Writing a Resume (CV)/ Applying for an LNDH Position

- ▶ Ensure you answer the following questions on your resume (CV) application form: What, Where, Why and How
  - ▶ What did you do in the particular job?
  - ▶ Where did you receive the training for the job you are applying for - was it through volunteer work, professional job, on the job training, etc.?
  - ▶ Why are the skills you gained important to the job you are applying for?
  - ▶ How did these give you the experience for the particular job you are applying for?
  - ▶ How did you accomplish the objectives?
- ▶ Answering these questions gives the CPO a solid foundation for qualifying a candidate for a position

# Qualifications

- ▶ Qualifications are based on the information reflected in your application as compared to the KSA's.
- ▶ Generally speaking, a one line sentences in cryptic language will NOT reflect sufficient detail to allow an "eligible" rating, in this case you will be found Not Qualified for the position and your application will NOT be forwarded to the manager for review.
- ▶ CPO must be able to understand what you have done to give full credit for work experience - we can't read what is not written.

# Qualifications (cont.)

- ▶ Experience may be gained through
  - ▶ Government employment
  - ▶ Private industry
  - ▶ Contractors
  - ▶ Volunteering
- ▶ All relevant experience is a factor in determining your qualification for a job. Time spent performing the required duties is also a factor determining your qualifications for a job.

# Education Substitution

- ▶ Education may substitute in whole or in part for experience requirement for some instances.
- ▶ Ensure it is listed on your application/resume (CV) if using it to substitute experience.
  - ▶ Management may give extra credit for education and/or specialized experience - not a requirement.
- ▶ Education and/or experience can count toward qualifying for a position so please ensure you outline both
  - ▶ If using education to qualify either with experience or as a substitute, proof of education will be required at time of application.

# Education Substitution (cont.)

- ▶ Ensure you annotate the education on your application and/or put it in your resume (CV), and provide any certificates/transcripts to receive credit.
  - ▶ You will not be allowed to add this information after the announcement closes.

# Selection Factors

- Employees will be ranked against equitable selection factors derived from the essential functions of the position to determine the right candidate for the position.
- Managers have the option of interviewing candidates.
  - Managers will notify candidates in advance if interviews are part of the selection process.
  - Applicants will need to provide current photo ID for admission to facility for interview process.

# Compensation

- ▶ Competitive salaries
- ▶ Flexible work schedules
- ▶ Excellent life insurance options
- ▶ Matching retirement contributions
- ▶ Generous leave and holiday benefits

Any Questions Please Contact the  
Civilian Personnel Office at:

Commercial: 01638 543540

DSN: 238-3540

Fax: 238-2771

Commercial Fax: 01638 542771