

---

# **Local National Direct Hire Brief**

**Civilian Personnel Office  
August 2011**

---

# ***Applying for a Position***

---

# *Where To Look For LNDH Jobs*

---

- Civilian Personnel Website
- <http://www.mildenhall.af.mil/units/100fss/civilianpersonnel.asp>
- **Job Seekers Website in the UK**
- <http://jobseekers.direct.gov.uk/>

# **Application Process – Steps to Take**

- **Look at the Vacancy Announcement**
- **Download the application or request application from CPO**
- **Fill out the application completely (mandatory) – can submit a resume (CV) with application form (not required)**
- **Ensure accuracy – have a person look it over**
- **Email, Mail, or Fax to RAF Mildenhall Civilian Personnel Office by vacancy close date**
- **Keep a copy of application/resume (CV) and vacancy announcement**

# ***Vacancy Announcements***

---

- **The single most important thing you can do to increase your chances of employment is to READ the vacancy announcement**
  - **Identifies the Knowledge Skills and Abilities (KSA) necessary to do the job**
  - **Identifies documentation needed to apply**
  - **Provides instructions on how to apply and where to send your application**
- **You may want to print a copy of the vacancy announcement for future reference**

# *Application Procedures*

---

- **Mildenhall Application Form is required – located on Website or can be requested through the Civilian Personnel Office**
  - **Resume (CV) can be attached – is encouraged but NOT required**
- **Applications must be complete to be considered**
  - **Interviews are optional so your application could be the only way to “sell” yourself**
- **Address Knowledge, Skills, Abilities (KSA) 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 you are applying for on the application**
- **Ensure you address the knowledge of the position – can be done on a separate piece of paper and attached to the application – resumes (CVs) are not required**



# ***Helpful Tips to Writing a Resume (CV)/Applying for a 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 HR 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 KSAs**
- **Generally speaking, a one line sentences that are in cryptic language will NOT reflect sufficient detail to allow an “eligible” rating**
- **HR must be able to understand what you have done to give full credit for work experience – can’t read what is not written**

# *Qualifications (cont.)*

---

- Experience may be gained through
  - Government employment
  - Private industry
  - Contractors
  - Volunteer
- Recent experience is not a factor in determining your qualification for a job. Time spent performing the required duties is not a factor in determining your qualifications for a job.

# ***Education Substitution***

---

- **Education may substitute in whole or in part for experience requirements**
- **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**
  - **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 a part of the selection process**

# ***Education Substitution (cont.)***

---

- **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 may be required**
- **Ensure you annotate the education on your application and/or put it in the resume (CV) to get credit**
  - **You can't go back after the announcement closes and add it**

# *Compensation*

---

- **Competitive salaries**
- **Flexible work schedule**
- **Excellent health and life insurance options**
- **Matching retirement contributions**
- **Generous leave and holiday benefits**

---

**Any Questions Please Contact our  
Civilian Personnel Office at:**

**DSN: 238-3540**

**Commercial: 01638543540**

**Fax: 238 – 2771**

**Comm Fax: 01638542771**

---