

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement		2 Grade(s) applying for	3 Announcement number
4 Last Name	First and middle names		5 Social Security Number
6 Mailing address			7 Phone Numbers (include area code) Daytime Evening
City	State	ZIP Code	

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

Job title (if Federal, include series and grade)

1)

From (mm-dd-yyyy)	To (mm-dd-yyyy)	Salary	per	Hours per week
Employer's name and address				Supervisor's name and phone number

Describe your duties and accomplishments

2)

Job title (if Federal, include series and grade)

From (mm-dd-yyyy)	To (mm-dd-yyyy)	Salary	per	Hours per week
Employer's name and address				Supervisor's name and phone number

Describe your duties and accomplishments

N/B: If you have other relevant work experience please attach on a continuation sheet following same format.

9 May we contact your current supervisor?

YES NO

➔ If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed.

Some HS HS/GED Associate Bachelor Master Doctoral

11 Last high school (HS) or GED school. Give the school's name, city, State, Zip Code (if known), and year diploma or GED received.

12 College and universities attended. Do not attach a copy of your transcript unless requested.

1)	Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
	City	State	ZIP Code	Semester	Quarter		
2)	Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
	City	State	ZIP Code	Semester	Quarter		
3)	Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
	City	State	ZIP Code	Semester	Quarter		

OTHER QUALIFICATIONS

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.) Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking and performance awards). Give dates but do not send documents unless requested.

LANGUAGES (Name and indicate the extent of your competence)

LANGUAGE	SPEAK			READ			WRITE			UNDERSTAND		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

GENERAL

14 Are you a U.S. citizen? YES NO ➔ Give the country of your citizenship.

15 Do you claim veterans' preference? NO YES ➔ Mark your claim of 5 or 10 points below.

5 points ➔ Attach your DD 214 or other proof. 10 points

➔ Attach an Application for 10-point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee?

NO YES ➔ For highest civilian grade give:

Series	Grade	From	To

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO YES ➔ If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 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 firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED (mm-dd-yyyy)

**AMERICAN EMBASSY YAOUNDE
HUMAN RESOURCES OFFICE**

Memo

To: ALL FOREIGN SERVICE NATIONAL APPLICANTS
From: REGIONAL HUMAN RESOURCES OFFICER
Date: 09/29/03
Re: ANTI-NEPOTISM REQUIREMENTS QUESTIONNAIRE

PLEASE RESPOND TO THE FOLLOWING QUESTIONS AND ATTACH QUESTIONNAIRE TO YOUR APPLICATION FORM OR CURRICULUM VITAE.

❖ NAME OF APPLICANT _____

❖ POSITION APPLYING FOR _____

❖ ARE YOU RELATED TO ANY EMPLOYEE(S) OF THE AMERICAN EMBASSY YAOUNDE?

YES

NO

❖ NAME OF EMPLOYEE(S)

(1) _____ SECTION _____

(2) _____ SECTION _____

❖ NATURE OF RELATIONSHIP

(1) _____

(2) _____

❖ SIGNATURE OF APPLICANT _____ DATE _____