

# EMPLOYMENT APPLICATION FOR LOCALLY EMPLOYED STAFF OR FAMILY MEMBER INSTRUCTIONS

## SECTION 1 - PERSONAL INFORMATION

**Name** - Last Name, First Name

**Other names used** - All other names used, including nicknames

**Address** - Current mailing address, including apartment number, building number, or mailing code

**Email** - Complete email address. (IMPORTANT: Most correspondence will be via email.)

**Phone Number** - Cellphone, mobile or landline

**Does your relative work in this Embassy or Consulate?**

Relative is a husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.

## SECTION 2 - EDUCATION

Enter all that apply. You may be asked to provide a copy of your diploma or certification at the interview phase, or if asked by HR.

## SECTION 3 - LANGUAGES

The Mission assesses the language proficiency using the following standards:

- 1 Basic** - Examples: I can use basic greetings and phrases; I can read numbers and signs.
- 2 Limited** - Examples: I can give basic directions, simple questions
- 3 Good working knowledge** - Examples: Conversations about familiar topics, complex documents
- 4 Fluent** - Examples: Infer nuanced meaning from complex documents
- 5 Translator** - Examples: Certified professional translator in this language

List language proficiency and identify the level for Speaking, Reading and Writing for each. The Vacancy Announcement states whether these languages will or may be tested.

Language	Speaking (Provide level)	Reading (Provide level)	Writing (Provide level)
English	4 Fluent	4 Fluent	4 Fluent
Italian	2 Limited	1 Basic	1 Basic

## SECTION 4 - WORK EXPERIENCE

**Paid and Voluntary** - Start with current experience and go back 10 years or longer, if relevant to this job.

Please complete all required information to the best of your knowledge. You must provide the month and year of your employment. If you need additional space, please attach additional pages to your application.

Job Title

From (mm-yyyy)	To (mm-yyyy)	Yearly Salary (Local currency)	Hours per Week

Employer Name, Address and Phone Number

Supervisory Responsibilities?	Supervisor Name
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Main Duties and Responsibilities

Reason for leaving

## SECTION 5 - FOR U.S. CITIZENS ONLY

Select all that apply and include the required documents (as stated) with the application. Additional documents may be requested by HR at the interview phase.

## SECTION 6 - DECLARATION

All applicants must read the declaration and mark their agreement to proceed with the application.