



EMPLOYMENT APPLICATION FORM



Announcement:

Activity:

Job Title and Grade:

Personal Information:

Applicant Name:

Mailing Address :

Home Telephone Number:

Cell Telephone Number:

Email Address:

Education:

High School/GED School:

College/University:

Years Completed:

Years Completed:

Grad?

Yes

No

Degree?

Yes

No

Major:

Associate/Bachelor/Master/Doctoral:

Other Education Completed / Others Qualifications:

(Don not list degrees received based solely on life experience or obtained from schools with little or no academics standards)

Other License or Certificate:

Date :

Licensing Agency:

Date of job-related training courses, job-related skills (other languages, computer software/hardware, tools, etc.), job-related honors, awards, and special accomplishments.

Work Experience #1:

Job Title (If federal, include series & grade):

Employer's Name and Supervisor's Name:

Employer's Address:

Supervisor's Telephone Number:

From:

To:

Describe your duties, accomplishments, and related skills: Major:

Work Experience #2:

Job Title (If federal, include series & grade):

Employer's Name and Supervisor's Name:

Employer's Address:

Supervisor's Telephone Number:

From:

To:

Describe your duties, accomplishments, and related skills: Major:

Work Experience #3:

Job Title (If federal, include series & grade):

Employer's Name and Supervisor's Name:

Employer's Address:

Supervisor's Telephone Number:

From:

To:

Describe your duties, accomplishments, and related skills: Major:

General Information:

Are you US Citizen? Yes No

If NO, give the Country of your Citizenship:

Do you have SSN Card? Yes No

Were you ever a Federal Civilian Employee? Yes No

If YES, List highest civilian grade for the following:

Series: Grade:

From: To:

Declaration of Family Member Status (To be completed by spouses and dependents):

Your answers to the following questions will be used to determine your eligibility for employment as a Family Member in Spain and eligibility for Military Spouse Preference (MSP):

Positions for which applying:

Announcement Number:

Sponsor's Name:

Relationship:

Last 4 digits of SSN:

Sponsor's Status (Military/Civilian/Contractor):

Sponsor's Command and Work Telephone Number:

If you are Military Spouse,

If your Sponsor is Military Personnel,

Date of Marriage to Sponsor:

Date of Sponsor entry into Rota Area:

Rotation Date:

Have you accepted/declined a position in Rota? (Includes civil service positions and NAF Positions with MWR or NEX, regardless of work scheduled, i.e. part-time or flexible) Yes No

Was this position a permanent position? Yes No

If the position was not a permanent position, Was the appointment longer than 52 weeks? Yes No

Applicant's Certification:

I certify that, to the best of my knowledge and belief, all 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.

Applicant's Signature:

Date of Application:

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.

Job Application Information for Positions with FFR Under Non-Appropriated Funding (NAF)

ELIGIBILITY FOR US NAF POSITIONS:

Applicants seeking employment with F&FR must belong to one of the following categories (*known as area of consideration or eligibility criteria*):

- Current US citizen permanent F&FR NAF employees.
- US citizen spouses or family members of active duty / civilian personnel attached to Rota in support of the US Forces.
- For positions located in NSE's (Madrid, Valencia or Lisbon), the active duty / civilian has to be attached to those locations for employment eligibility.
- Active duty military member (part time or flexible positions only) attached to Rota in support of the US Forces
- For certain positions, Non-US spouse/family member with citizenship of one of the NATO countries and who are family members of active duty/civilian personnel. Family members **MUST** have a SSN. Spanish citizens are not considered under this category.

NOTE:

The NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable when determining eligibility. People who have residence in Spain more than ninety (90) days, as an ordinarily resident, must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. Non-appropriated fund vacancies.

HOW TO APPLY:

Applications must be submitted to the F&FR Personnel Office.

To submit the application form via online, it's necessary to fill out the *Employment Application* form clicking in the following link:

<http://www.rotamwr.com/employment/application>.

Applications must attach the following documentation **AND** any additional supporting documentation needed for the position (as driver's license, education certificate, transcripts, Red Cross Certifications, etc.) by the cutoff date:

1. F&FR Employment Application
2. Overseas Residency Questionnaire
3. Local Background Letters
4. Declaration for Federal Employment (OF306)
5. Copy of PAR/SAF-50 showing current or previous job title and grade
6. Copy of ID Cards (US and Spanish ID card) and military passport.
7. Sponsor's PCS orders – Navy orders **MUST** include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent
8. **ACTIVE DUTY MILITARY MEMBERS:** Special authorization from command (NAVPERS 1336/3)
9. **MILITARY RETIRED PERSONNEL:** Copy of your DD214 form and tourist passport (all pages).

NOTE:

WHEN APPLYING FOR MORE THAN ONE POSITION with F&FR, a separate application form and documentation package must be submitted for EACH position. All the applications must include the job title, grade and announcement number.

Failure to provide complete information may cause to be determined ineligible.

Applications will be valid for consideration for six (6) months from the date of receipt. If applicants still wish to be considered after this time, would notify the F&FR Personnel Office.