



**DEPARTMENT OF THE NAVY
NAVY EXCHANGE (NEX)**
HUMAN RESOURCES OFFICE, SIGONELLA, ITALY

EMPLOYMENT APPLICATION
LOCAL NATIONAL (LN) - NON-APPROPRIATED FUNDS

GENERAL INSTRUCTIONS: Prior to completing the NEX Employment Application, carefully read the latest updated “NEX Instructions for Completing the Employment Application” available with the job announcement.
Any prior edition of the Employment Application is obsolete and will not be considered.
THE APPLICATION FORM MUST BE COMPLETED IN ENGLISH.

DO NOT WRITE IN THIS BLOCK - FOR OFFICE USE ONLY

POSITION APPLIED FOR

ANNOUNCEMENT NUMBER

SECTION I – GENERAL INFORMATION

LAST NAME

FIRST NAME

MIDDLE NAME

DATE OF BIRTH

PLACE OF BIRTH

COUNTRY OF BIRTH

RESIDENCE CITY

PROVINCE

STREET & NUMBER

DOMICILE CITY

(If different from residence)

PROVINCE

STREET & NUMBER

CELLPHONE

HOME PHONE

WORK PHONE

E-MAIL ADDRESS

CITIZENSHIP

ITALIAN

U.S.A.

DUAL - ITALIAN & U.S.A.

OTHER (Specify)

ID CARD

OR

PASSPORT

NUMBER

ISSUING AUTHORITY

EXPIRATION DATE

SECTION II – LICENSES, CERTIFICATIONS, TYPING SPEED, PROFESSIONAL REGISTRATION, ETC.

Must be completed, as applicable, if requested by the vacancy announcement.

DRIVER'S LICENSE:

LICENSE NUMBER

ISSUING AUTHORITY

GRADE OF LICENSE

EXPIRATION DATE

GRADE OF LICENSE

EXPIRATION DATE

GRADE OF LICENSE

EXPIRATION DATE

"A.D.R." LICENSE

ISSUE DATE

EXPIRATION DATE

"C.Q.C." DRIVER QUALIFICATION CERTIFICATION CARD

ISSUE DATE

EXPIRATION DATE

FORKLIFT LICENSE

ISSUING AUTHORITY

ISSUE DATE

EXPIRATION DATE

ENGLISH TYPING SPEED SELF-CERTIFICATION

Indicate your typing speed either in words or strokes per minute

WORDS	
STROKES	

PROFESSIONAL REGISTRATION

BOARD

NUMBER

ISSUE DATE

EXPIRATION DATE

LIST ANY OTHER INFORMATION, SKILLS OR SPECIALIZATIONS.

SECTION III – LANGUAGE PROFICIENCY

Specify Proficiency Level,

LANGUAGE	SPEAKING			UNDERSTANDING			READING			WRITING		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
ITALIAN												
ENGLISH												

SECTION IV – EDUCATION

HIGH SCHOOL

YES

NO

NAME OF SCHOOL

TYPE OF DIPLOMA

YEARS OF STUDY

DATE RECEIVED

COLLEGE/UNIVERSITY EDUCATION

YES

NO

UNDERGRADUATE

UNIVERSITY DEGREE
(3 years = 180 CFUs)

CREDITS ("CFUs")
COMPLETED

NAME OF DEGREE

DATE OF GRADUATION

FINAL GRADING

COLLEGE/UNIVERSITY AND FACULTY

LIST ALL COMPLETED EXAMINATIONS

GRADUATE

4-YEAR UNIVERSITY
DEGREE SYSTEM

I LEVEL UNIVERSITY
MASTER'S DIPLOMA
(60 CFUs)

UNIVERSITY DEGREE
(2 years = 120 CFUs)

UNIVERSITY DEGREE
(5 or 6 years = 300 or 360 CFUs)

CREDITS (CFUs)
COMPLETED

NAME OF DEGREE

DATE OF GRADUATION

FINAL GRADING

COLLEGE/UNIVERSITY AND FACULTY

LIST ALL COMPLETED EXAMINATIONS

**II LEVEL UNIVERSITY
MASTER'S DIPLOMA
(60 CFUs)**

SPECIALIZATION DIPLOMA

DOCTORATE

**YEARS/CREDITS
(CFUs) COMPLETED**

NAME OF DEGREE

DATE COMPLETED

FINAL GRADING

COLLEGE/UNIVERSITY AND FACULTY

LIST ALL COMPLETED EXAMINATIONS

OTHER DEGREES/DIPLOMAS/CERTIFICATIONS/FOREIGN EDUCATION

YES

NO

**YEARS OF STUDY
COMPLETED**

FIELD OF STUDY AND TYPE OF CERTIFICATION

DATE AWARDED

FINAL GRADING

NAME AND TYPE OF INSTITUTION/ORGANIZATION, CITY AND STATE

LIST ALL COMPLETED EXAMINATIONS

ADDITIONAL INFORMATION

SECTION V – EMPLOYMENT HISTORY

EMPLOYMENT HISTORY: Describe the more relevant positions you have held, beginning with your **MOST RECENT** position.
ALL POSITIONS WITH THE U.S. GOVERNMENT (TEMPORARY AND PERMANENT) MUST BE LISTED.

Can contact be made with your current employer?	YES	NO
Can contact be made with your previous employers?	YES	NO

DATE OF EMPLOYMENT (mmmyyyy) FROM	TO	EXACT TITLE OF POSITION & GRADE LEVEL	GROSS SALARY
NAME & ADDRESS OF EMPLOYER	HOURS WORKED PER WEEK	REASON FOR LEAVING	

DETAILED DESCRIPTION OF WORK

DATE OF EMPLOYMENT (mmmyyyy)
FROM

TO

EXACT TITLE OF POSITION AND GRADE LEVEL

GROSS SALARY

NAME & ADDRESS OF EMPLOYER

HOURS WORKED PER WEEK

REASON FOR LEAVING

DETAILED DESCRIPTION OF WORK

Large empty rectangular area for detailed description of work.

DATE OF EMPLOYMENT (mmmyyyy)
FROM

TO

EXACT TITLE OF POSITION AND GRADE LEVEL

GROSS SALARY

NAME & ADDRESS OF EMPLOYER

HOURS WORKED PER WEEK

REASON FOR LEAVING

DETAILED DESCRIPTION OF WORK

Large empty rectangular area for detailed description of work.

DATE OF EMPLOYMENT (mmmyyyy)
FROM

TO

EXACT TITLE OF POSITION AND GRADE LEVEL

GROSS SALARY

NAME & ADDRESS OF EMPLOYER

HOURS WORKED PER WEEK

REASON FOR LEAVING

DETAILED DESCRIPTION OF WORK

DATE OF EMPLOYMENT (mmmyyyy)
FROM

TO

EXACT TITLE OF POSITION AND GRADE LEVEL

GROSS SALARY

NAME & ADDRESS OF EMPLOYER

HOURS WORKED PER WEEK

REASON FOR LEAVING

DETAILED DESCRIPTION OF WORK

DATE OF EMPLOYMENT (mmmyyyy)
FROM

TO

EXACT TITLE OF POSITION AND GRADE LEVEL

GROSS SALARY

NAME & ADDRESS OF EMPLOYER

HOURS WORKED PER WEEK

REASON FOR LEAVING

DETAILED DESCRIPTION OF WORK

Large empty rectangular box for detailed description of work.

DATE OF EMPLOYMENT (mmmyyyy)
FROM

TO

EXACT TITLE OF POSITION AND GRADE LEVEL

GROSS SALARY

NAME & ADDRESS OF EMPLOYER

HOURS WORKED PER WEEK

REASON FOR LEAVING

DETAILED DESCRIPTION OF WORK

Large empty rectangular box for detailed description of work.

Answer each question listed below by checking the proper box and provide an explanation below as applicable.	YES	NO
1. Are you a U.S. citizen?		
2. Have you ever worked for the U.S. Government? If yes, provide agency name, date, and location below.		
3. Have you ever been removed/terminated or forced to resign for misconduct or unsatisfactory service from any position? If yes, explain below.		
4. Have you ever been arrested or detained by any police or military authority? If yes, explain below.		
5. Have you ever been convicted for felony? If convicted, give reason.		

EXPLANATIONS:

Do you have any spouse/domestic partner or relative/relative-in-law working for the U.S. Navy?

If **yes**, provide name, relationship, department and division where employed.

DECLARATION OF CONSENT FOR THE HANDLING OF PERSONAL DATA

I, _____, in accordance with article 13 of Legislative Decree 196/2003 with particular reference to the rights outlined in article 7 of Legislative Decree 196/2003, hereby give my consent for the handling of personal data with the means and for the purposes indicated in the information itself, and in any case strictly connected and instrumental to the handling of the labor relations.

LAST & FIRST NAME DATE

A false or misleading statement on this application is cause for non-consideration and/or removal, as applicable.

I do solemnly affirm that the information contained herein is correct to the best of my knowledge.

LAST & FIRST NAME DATE

DEPARTMENT OF THE NAVY, NAVY EXCHANGE
NEX Human Resources Office, Sigonella, Italy

Instructions for Completing The Employment Application (Local National – LN)

EMPLOYMENT APPLICATION

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements and NEX application form may be downloaded from:
<https://cnreurafcent.cn.navy.mil/Installations/NAS-Sigonella/About/Jobs/>
It is required to submit the NEX APPLICATION FORM ensuring that you are utilizing the latest version.

ALL applications MUST be completed in English.

APPLICATIONS NOT IN ACCORDANCE WITH NEX INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE NEX HRO.

WHO MAY APPLY

Citizens of European Union member state.

Only candidates specified in the “Who May Apply” section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

QUALIFICATION REQUIREMENTS

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, including expiration dates, as applicable, are reported in the appropriate block on the application form.

Work experience: Candidates must describe in detail, in their own words, work experience related to the vacancy and MUST specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed);
- Language proficiency.

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

If the announcement text is copied verbatim, the application will not be considered.

Typing Proficiency: Self-certify your English typing proficiency in the appropriate block of the application indicating your typing speed when a “qualified typist (O/A)” certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills are subject to verification.

Education: If education is used for qualification purposes, the title of the degree/certificate/ diploma **and** all courses/subject must be translated to English.

Educational documents obtained outside the European Union (EU), with the exception of the U.S.A. must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. Foreign language documents must be officially translated to English.

Graduate education is College or University level education beyond the Italian 1st Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to EW-05 grade level only.

SUBMISSION OF THE EMPLOYMENT APPLICATION

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN ENGLISH, to:
sig-nexhro-wantajob@nexweb.org

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: LAST NAME, FIRST NAME - LN/001-24;**
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- Utilize the latest version of the application form downloaded from CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application form providing all the requested information;
- Do not send Postal Electronically Certified (PEC) emails;
- Attached the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachment are not necessary and should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

VERIFICATION DOCUMENTS

In case of selection, candidates MUST provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. Work experience certified on the application form is subject to verification with employers. The NEX Human Resources will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

INQUIRES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION

For information on the application submitted, contact the NEX Human Resources Office at (095) 564276 or (095) 564270, Tuesday and/or Thursday, from 1330 to 1530 hours, at least 15 days after the closing date of the competition notice. **When requesting information by telephone, you must provide the announcement Number of the position for which you are applying.** The Human Resources Office of the NEX will not give information on the status of the application for employment to family or friends, in compliance with the rules on the confidentiality of personal data (law 675/96). In case of selection the candidate will be informed by telephone and/or electronic (email) by a representative of the Human Resources Office of the NEX.

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330 and NEXCOM HR Policy Manual.
2. If a candidate is selected at lower grade level for a position with promotion potential (e.g. EW-03/04/05), he/she can be promoted to the target level without further competition at management’s request.
3. Prior lists of qualified candidates may be used to fill additional similar positions without further competition.
4. “Local National” refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade, lower pay or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 April 2024.