

**DEPARTMENT OF THE NAVY**  
**Fleet and Family Readiness Non-Appropriated Fund (NAF) Human Resources Office**  
**US Naval Air Station Sigonella, Italy**

**EMPLOYMENT APPLICATION**  
**LOCAL NATIONAL (LN)**

**GENERAL INSTRUCTIONS:** Prior to completing this form, carefully read the instructions attached to each vacancy announcement or posted on the website <https://cnreurafcenr.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/MWR-Jobs>

**THE APPLICATION FORM MUST BE COMPLETED IN ENGLISH.**

All questions must be fully answered. If a question does not apply to you, write "Not Applicable" or "N/A" in the appropriate space. If questions are not answered, applicant may not be considered. Any prior edition of the Employment Application is obsolete and will not be considered.

|   |                          |   |                |
|---|--------------------------|---|----------------|
| POSITION APPLIED FOR                                  |                          | ANNOUNCEMENT NUMBER   |                |
| LAST NAME   | FIRST NAME               | MIDDLE NAME   |                |
| RESIDENCE (Street, number, city, province & Zip code) |                          | DOMICILE (Street, number, city, province & Zip code)<br>IF DIFFERENT FROM RESIDENCE |                |
| TELEPHONE NO.   | E-MAIL ADDRESS           | DATE OF BIRTH   | PLACE OF BIRTH |
| CITIZENSHIP   | ID CARD, PASSPORT NUMBER | NUMBER & GRADE OF LICENSE HELD  |                |
| Can contact be made with your current employer?       |                          | YES   | NO             |
| Can contact be made with your previous employers?     |                          | YES   | NO             |

**EMPLOYMENT HISTORY**

**INSTRUCTIONS:** In the spaces provided below describe your work experience; start with your present or most recent position and work back to the first. Describe also military service, if applicable. Should you need additional space, use a continuation sheet.

|                                   |                         |                    |
|-----------------------------------|-------------------------|--------------------|
| DATE OF EMPLOYMENT (month & year) | EXACT TITLE OF POSITION | GROSS SALARY       |
| FROM:                      TO:    |                         |                    |
| NAME & ADDRESS OF EMPLOYER        | HOURS WORKED PER WEEK   | REASON FOR LEAVING |
| DETAILED DESCRIPTION OF WORK      |                         |                    |

|                                   |                         |                    |  |
|-----------------------------------|-------------------------|--------------------|--|
| DATE OF EMPLOYMENT (month & year) | EXACT TITLE OF POSITION | GROSS SALARY       |  |
| FROM:                      TO:    |                         |                    |  |
| NAME & ADDRESS OF EMPLOYER        | HOURS WORKED PER WEEK   | REASON FOR LEAVING |  |
| DETAILED DESCRIPTION OF WORK      |                         |                    |  |

|                                   |                         |                    |  |
|-----------------------------------|-------------------------|--------------------|--|
| DATE OF EMPLOYMENT (month & year) | EXACT TITLE OF POSITION | GROSS SALARY       |  |
| FROM:                      TO:    |                         |                    |  |
| NAME & ADDRESS OF EMPLOYER        | HOURS WORKED PER WEEK   | REASON FOR LEAVING |  |
| DETAILED DESCRIPTION OF WORK      |                         |                    |  |

|                                   |                         |                    |  |
|-----------------------------------|-------------------------|--------------------|--|
| DATE OF EMPLOYMENT (month & year) | EXACT TITLE OF POSITION | GROSS SALARY       |  |
| FROM:                      TO:    |                         |                    |  |
| NAME & ADDRESS OF EMPLOYER        | HOURS WORKED PER WEEK   | REASON FOR LEAVING |  |
| DETAILED DESCRIPTION OF WORK      |                         |                    |  |

**LANGUAGE PROFICIENCY:** Level of your proficiency: Excellent, Good, Fair.

| LANGUAGE | SPEAKING |      |      | UNDERSTANDING |      |      | READING |      |      | WRITING |      |      |
|----------|----------|------|------|---------------|------|------|---------|------|------|---------|------|------|
|          | Exc.     | Good | Fair | Exc.          | Good | Fair | Exc.    | Good | Fair | Exc.    | Good | Fair |
| ITALIAN  |          |      |      |               |      |      |         |      |      |         |      |      |
| ENGLISH  |          |      |      |               |      |      |         |      |      |         |      |      |

**EDUCATION:** Provide full information on education (attach copies of diplomas, degrees, certificate with completed exams, etc.) I

**Did you graduate high school?**       **YES**       **NO**

If yes, indicate school name, course of study, years of study and graduation date.

**Do you have college education?**       **YES**       **NO**

If yes, indicate name of college, course of study, date of degree or list of completed exams/number of credits

| Answer each question listed below clicking in the proper box and provide an explanation when requested.   | YES | NO |
|---|-----|----|
| 1. Are you a U.S. citizen?  |     |    |
| 2. Have you ever worked for the U.S. Government? (If yes provide agency name, dates and location below.)  |     |    |
| 3. Have you ever been removed/terminated or forced to resign for misconduct or unsatisfactory performance 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 below.  |     |    |

EXPLANATIONS FOR ANSWERS ABOVE SHOULD BE WRITTEN IN DETAIL BELOW.

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**Do you have any relative/relative-in-law or spouse/domestic partner working for the U.S. Navy?** \_\_\_\_YES \_\_\_\_ NO

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

If the question does not apply write "Not Applicable"

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A FALSE OR MISLEADING STATEMENT ON THIS APPLICATION MAY BE CAUSE FOR NON-CONSIDERATION OR REMOVAL, AS APPLICABLE.

I DO SOLEMNLY AFFIRM THAT THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE.

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SIGNATURE & DATE

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**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 the same Decree, 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.

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SIGNATURE & DATE