

# COMMANDER, NAVAL ACTIVITIES SPAIN

## APPLICANT'S GUIDE FOR SUBMITTING EMPLOYMENT APPLICATIONS FOR LOCAL LABOR PERSONNEL (LLP) VACANCIES

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## **1. JOB OPPORTUNITY ANNOUNCEMENTS (JOA)**

**1.1** - Open internal vacancies for LLP will be advertised:

- via a JOA posted in the G2:  
<https://g2.cnic.navy.mil/TSEURAFCENT/NAVSTAROTASP/N1/N13/default.aspx>,
- on the Human Resources Office (HRO) Bulletin Board in Building Number 1 of the Naval Base;
- on the CNIC Website:  
[https://www.cnic.navy.mil/regions/cnreurafcen/installations/ns\\_rota/about/departments/human\\_resources\\_office/spanish--ln--employment-opportunities.html](https://www.cnic.navy.mil/regions/cnreurafcen/installations/ns_rota/about/departments/human_resources_office/spanish--ln--employment-opportunities.html);
- And will be distributed via e-mail to the points of contact of the departments on the Base.

## **2. GENERAL INFORMATION**

**2.1** - EMPLOYMENT APPLICATION PACKAGES SENT BY EMAIL MUST COMPLY WITH THE INSTRUCTIONS LISTED IN THIS DOCUMENT. HRO MAY NOT CONSIDER AN APPLICATION PACKAGE IF IT DOES NOT MEET THE ESSENTIAL REQUIREMENTS AND THE APPLICANT WILL BE CONSIDERED "DISQUALIFIED".

**2.2** - Employment Application Packages consist of the following: Employment Application, Curriculum Vitae (CV), and all supporting documentation as required by the JOA.

**2.3** - Read carefully the JOA as the requirements vary depending on the position advertised.

**2.4** - Download from the G2 or the website and fill out the EMPLOYMENT APPLICATION template (do not alter the content and the properties of the Employment Application template nor send the Employment Application form in any other format).

**2.5** - Applicants must use the latest Employment Application published by HRO at the time of the JOA, as all previous editions are obsolete and unusable.

**2.5. a** - The JOA will indicate which version must be used.

**2.5. b** - Verify the Employment Application is the latest version published on the WEB.

**2.6** – If the JOA requires English knowledge of the language, the Employment Application **MUST** be completed in English. Use the English version of the Employment Application.

**2.7** - The Employment Application must be completed in its entirety answering ALL questions.

**2.8** - Incomplete Employment Applications will not be considered. Verify the accuracy and validity of the information submitted. It is the applicant’s responsibility to ensure the accuracy and completeness of the applicants materials submitted.

**2.9** - Submit/attach the documentation required for each JOA in PDF, Word, or JPG format.

**2.10** - Typed/computer-written Employment Applications, although not required, are preferred.

**2.11** - The documents (Employment Application and the additional required documentation) must be attached to the e-mail and will not exceed 5 MB. Links to documents in the cloud will not be accepted.

**2.12** - It is mandatory to submit with the Employment Application package a Curriculum Vitae (CV).

**2.12.a** - If the position requires knowledge of the English language, the Employment Application and the CV **MUST** be completed in English.

**2.12.b** - Employment Application forms and CV with a non-English language requirement **MAY** be completed in Spanish or English.

**2.12.c** - To avoid not being considered for a vacancy due to language requirements, HRO advises that both the Employment Application and the CV always be completed in English.

**2.13** - Work experience in your CV: Applicants must describe in detail, in their own words, any work experience related to the job vacancy and must specify:

1. Position Title;
2. Dates of Employment [From (dd/mm/yyyy) to (dd/mm/yyyy)];
3. Hours Worked Per Week;
4. Salary (monthly);
5. Activity/Department;
6. Series/Grade Level;
7. Professional Group;
8. Employer's Name and Address;
9. Supervisor’s Name and Phone No.;
10. May we contact your supervisor? YES/NO;
11. Describe in sufficient detail the duties performed.

**2.14** - Pictures must NOT be attached with the Curriculum Vitae (CV). If a picture is submitted, this will automatically disqualify the applicant from consideration.

**2.15** - Position Descriptions (PDs) will not be used in the evaluation of applications. Attachment of PD's to Employment Applications is not appropriate, as ratings will be made on descriptions furnished by applicants in their own words.

**2.16**- The applicant's signature is not required on page 3 of the Employment Application form; however, applicants must enter their LAST name, FIRST name, DATE and MUST check off the box certifying the information in the Employment Application. Applications that do not meet this requirement will not be considered as they are "incomplete".

### **3. INSTRUCTIONS FOR EMPLOYMENT APPLICATION PACKAGE SUBMISSION**

**3.1**- HRO is not responsible for the use of incompatible software, system failures, or any technical problems with your equipment.

**3.2** - Encrypted documents will not be accepted.

**3.3** - Employment Application packages must be submitted by the closing date of the JOA. Late applications, documentation, or corrections to the Employment Application will not be accepted outside the submission dates.

**3.4** - Employment Application packages **MAY ONLY BE SUBMITTED VIA E-MAIL**. HRO will NOT accept paper or 'hard copy' Employment Application packages.

**3.5** - Submit Employment Application packages via e-mail to: [RotaHROInternalLNJobs@eu.navy.mil](mailto:RotaHROInternalLNJobs@eu.navy.mil) with the Employment Application, CV, and all scanned documents (in PDF, Word, or JPG) required by the JOA, not to exceed 5 MB.

**3.6** - The subject line of the e-mail must include the applicant's last name, first name, Vacancy Announcement Number, and title of the vacancy (e.g. Perez Garcia, Pedro - Announcement CV-XX-XX-AB, Administrative Assistant, EA-6).

**3.7**- If necessary, documents may be compressed (ZIP).

**3.8** - If you must compress your files, DO NOT submit with RAR as the system does not accept archives compressed with RAR and automatically blocks those e-mails. Do not use this type of file because your submission will not be received.

**3.9** - If you have a one-NET work e-mail address, it is recommended you submit your Employment Application Package using this instead of your personal e-mail address.

**3.9.a**- You may include your personal e-mail as well to ensure you receive the notifications issued by HRO should you be absent from work.

**3.10** - If you submit your Employment Application Package from a personal e-mail address and it exceeds 5MB, you will not receive the one-NET automatic e-mail stating your Employment Application Package has been received or rejected by the system.

**3.11**- You may submit more than one e-mail for a vacancy to ensure all of your documentation is received, not to exceed 5 MB.

**3.11.a** - If you submit more than one e-mail, you must indicate this in the Subject Line of your e-mail (Eg. Perez Garcia, Pedro - Announcement CV-XX-XX-AB, Administrative Assistant, EA-6, E-MAIL 1 of 2; Perez Garcia, Pedro - Announcement CV-XX-XX-AB, Administrative Assistant, EA-6, E-MAIL 2 of 2, etc.).

**3.11.b** - You will receive an e-mail from HRO's e-mail address indicating receipt for each e-mail you submit.

**3.12**- When submitting your documents, separate each individual document before attaching to your e-mail (i.e. save your Working Life Report/Vida Laboral separately from your work contracts, etc.). Do not submit one PDF file with all of the requested documents.

**3.13** - Save each attached document with an appropriate title (e.g. Employment Application, Working Life Report/Vida Laboral, Driver's License, Education Title, etc.)

**3.14** - Do not save your files with names that contain special characters (e.g. & % \$ # @) to include periods i.e. (.), or are long in length as the system may reject your e-mail.

**3.15** - Attach contracts, certificates or payroll documents to your e-mail in chronological order. Do not submit repeated documentation for the same work period.

**3.16** - Copies of certifications and/or licenses are NOT required, unless it is a requirement of the position and stated in the JOA.

## **4. INSTRUCTIONS AFTER THE EMPLOYMENT APPLICATION PACKAGE IS SUBMITTED**

**4.1** - Applicants will receive an e-mail from HRO's e-mail address: ([RotaHROInternalLNJobs@eu.navy.mil](mailto:RotaHROInternalLNJobs@eu.navy.mil)) informing them of the receipt of their Employment Application. It is recommended applicants add this e-mail address to their contacts so e-mails are not filtered to the junk or trash e-mail box.

**4.2** - If an applicant does not receive this e-mail within 24 hours of submitting their Employment Application by e-mail, it is his/her responsibility to contact HRO at: [RotaHROInternalLNJobs@eu.navy.mil](mailto:RotaHROInternalLNJobs@eu.navy.mil) or via telephone at 956 82 16 43, within the following 24 hours. There will be no exceptions to this 24-hour period.

**4.3** - If an applicant applies on a Friday after HRO's working hours or on a holiday, he/she will receive this e-mail the following working day.

**4.4** - If there have been difficulties with HRO's receipt of an Employment Application and in the following 24 hours the applicant has contacted HRO, the applicant has three (3) days to resend the e-mail with the application, the documentation and the "printed screenshot" as proof that it has been delivered before the closing date of the JOA and thus resolve the problem.

**4.4.a** - Any incident after these three (3) days will result in the request not being considered. There will not be exceptions to this rule.

**4.5** - HRO will only notify the applicant of receipt of his/her e-mail, regardless of the Employment Application Package being complete or incomplete.

## **5. ITEMS TO CONSIDER BY THE APPLICANT**

**5.1** - Should an applicant apply for more than one vacancy, a different Employment Application Package and e-mail indicating which vacancy is being applied for must be submitted.

**5.2** - Verify that there are no errors or omissions before sending the e-mail with the documentation.

**5.3** - Failure to submit required, clear, and legible documents may result in those documents not being considered for review.

**5.4** - It is recommended to select and send only the requested documentation in the JOA.

**5.5** - Any documentation not directly related to an advertised vacancy and not submitted following these procedures, will not be accepted.

**5.6** - Regarding the Education Title, if an applicant would like an additional Education Title to be reflected in his/her Labor Status Document, he/she must provide a “stamped” copy of the diploma/degree to HRO.

**5.6.a** - If the applicant would like for it to be considered for the vacancy he/she is applying for without having it be updated by HRO to his/her official personnel file, it is required to attach the stamped copy to the Employment Application Package.

**5.7** - Should an applicant be hired, any falsification of the information contained in the Employment Application Package may be cause for the nullity of the aforementioned contract and may be taken into account for future personnel selection processes.

**5.8** - Employees who apply and are selected for a position in a lower labor category and/or level must accept the pay and labor category associated with the new position.

## **6. REQUIREMENTS FOR APPLICANTS**

**6.1** - Spanish citizenship.

**6.2** – Must be an LLP employee who completed the Probationary Period.

**6.3** – Must meet Conditions of Employment as required by the vacancy (i.e. pre-employment physical, security background investigation, etc.)

**6.4** - Meet the minimum requirements (education and/or experience) established.

**6.5** - For qualification determinations, applicants who do not meet the minimum education requirement must have additional specialized experience depending on the grade level of the position.

**6.6** - Documentation is not required to substantiate internal experience obtained as Local Labor Personnel (LLP) in the service of the U.S. Forces Spain.

**6.7** - Experience gained with another firm will only be considered if supporting documentation is provided for each job you wish to be considered:

- i. Social Security (Working Life Report/Vida Laboral) AND;



ii. AT LEAST ONE of the following documents:

Contract, Labor Certificate (MOD. PR), or Payroll documentation of each position that you want to be considered and whose functions you have described in the CV.

**6.8** - For civil workers, volunteer reserves, military personnel, etc., the Certificate of Service or Working Life Report/Vida Laboral issued by Mutua justifying the job title, starting date, leaving date, number of working days, and number of working hours must be submitted.

**6.9** - For volunteer experience, the Certificate issued by an accredited institution (e.g. Red Cross, Protección Civil) that certifies the job title, starting date, leaving date, number working days, and number of working hours for experience for those positions that experience as volunteer is credited must be submitted.

**6.10** - For self-employed experience to be considered, you must also submit a copy of the "Alta" and/or "Baja" documents from Social Security.

**6.11** - The experience abroad will not be considered if it is not credited with documentation that certifies the job title, starting date, leaving date, and number of hours per week.

**6.12** - For experience mentioned in items 6.7-6.11 to be considered, this experience must be duly explained in the CV and all required information must be completed.

## **7. QUALIFICATIONS**

**7.1** - All eligibility requirements and qualifications must be met by the closing date of the JOA.

**7.2** - HRO will evaluate your Employment Application Package based on how well you meet the qualifications of the JOA.

**7.3** - HRO will not make assumptions regarding your experience. Your CV is the key medium and must provide sufficient information on experience and/or education, knowledge, skills and abilities to perform the duties of the specific position for which you are being considered. Therefore, HRO encourages you to be clear and specific when describing your experience.

**7.4** - If after reviewing your Employment Application, CV, and supporting documentation a determination is made that you have inflated your qualifications or copied and pasted the duties from a Position Description (PD) or an announcement without explaining in your own words, you may be excluded from consideration.

**7.5** - HRO will post the "Certificate of Admitted/Excluded Candidates," a list of candidates to indicate whether an applicant was Admitted or Excluded for consideration, upon review of all applications and documentation provided.

**7.5.a** - Applicants who submit an complete and error-free application and documentation and who meet the minimum qualification requirements will be Admitted.

**7.5.b** - Applicants who submit an incomplete and/or erroneous applications and documentation and/or do not meet the minimum qualification requirements, will be Excluded from consideration.

**7.6-** HRO will send an email to all applicants informing them the “Certificate of Admitted/Excluded Candidates” has been posted on the HRO Bulletin Board in Building Number 1 on the Base.

**7.7** - HRO will determine and make the final determinations for qualifications for applicants and the Selection Board will further evaluate all admitted candidates based on the documentation submitted.

## **PROCEDURES FOR OBJECTIONS AND APPEALS**

### **8 - OBJECTIONS TO EXCLUSIONS FROM THE “CERTIFICATE OF ADMITTED/EXCLUDED CANDIDATES”**

**8.1** - Applicants excluded from an internal selection process may file an objection within the following three (3) working days, until 23:59 hrs. of the third day, from the date of the publication of the “Certificate of Admitted/Excluded Candidates.” HRO has four (4) working days to respond to the objection. Applicants may appeal against HRO’s resolution before COMNAVACTS within five (5) working days.

**8.2** – To file an objection, the applicant must send a letter in Spanish and English\* to the following HRO e-mail address: [NAVSTA-Rota-LN-Job-Challenges@eu.navy.mil](mailto:NAVSTA-Rota-LN-Job-Challenges@eu.navy.mil). The applicant may attach supporting documentation that cannot exceed, letter included, 5 MB.

**8.2.a** - \*For JOA’s not requiring English knowledge of the language, the letter does not need to be submitted in English. Although it is optional, it is strongly encouraged to attach the English translation.

**8.3** - The template of the letter “OBJECTION TO EXCLUSION FORM” is available at: <https://g2.cnic.navy.mil/TSEURAFCENT/NAVSTAROTASP/N1/N13/default.aspx>.

**8.4** – If you do not have access to the G2, you may contact HRO at 956 82 1643 and you may provide your e-mail address to the HRO personnel and you will receive the template of the letter.

## **9 - APPEALING THE RESULTS OF THE SELECTION PROCESS**

**9.1** - Non-selected candidates may appeal results of the selection process within the following three (3) working days, until 23:59 hrs. of the third day, from the day of publication of the Final Minutes posted on the HRO Bulletin Board.

**9.2** - For that purpose, the candidate must submit a letter in Spanish and English\* to COMNAVACTS, e-mail address: [NAVSTA-Rota-LN-Job-Challenges@eu.navy.mil](mailto:NAVSTA-Rota-LN-Job-Challenges@eu.navy.mil). The candidate may attach supporting documentation that cannot exceed, letter included, 5 MB.

**9.2.a** - \* For JOA's not requiring English knowledge of the language, the letter does not need to be submitted in English. Although it is optional, it is strongly encouraged to attach the English translation.

**9.3** - The template of the letter "APPEAL RESULT OF THE SELECTION PROCESS FORM" is available at:  
<https://g2.cnic.navy.mil/TSEURAFCENT/NAVSTAROTASP/N1/N13/default.aspx>.

**9.4** - The Selection Board will be notified and reconvened in order to review the appeals filed and make determinations.

**9.5** - COMNAVACTS' responses to employee's that filed the appeals will be issued within twenty (20) working days after appeal was filed.

**9.6** - The selection made by the Selection Board, and posted on the HRO Bulletin Board, will not be delayed by the appeals and will be effected by HRO.