



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
HUMAN RESOURCES OFFICE (HRO)
 ROTA, SPAIN
 PSC 819 BOX 11
 FPO AE 09645-0011

EMPLOYMENT APPLICATION FOR INTERNAL LLP VACANCIES

IF THE POSITION YOU ARE APPLYING FOR REQUIRES KNOWLEDGE OF THE ENGLISH LANGUAGE, THIS EMPLOYMENT APPLICATION MUST BE FILLED OUT IN ENGLISH

I. PERSONAL INFORMATION	
Last Name:	
First Name:	
DNI No.:	
Personal Phone No./Cell Phone:	
Primary E-mail:	
Secondary E-mail:	
Title and Level of Current Position:	
Department:	
Current Supervisor	
Name:	
Phone No.:	
E-mail (optional):	

II. VACANCY INFORMATION	
Job Opportunity Announcement Number:	
Title and Grade Level:	
Department:	

III. EDUCATION AND TRAINING

Education: Attach a copy of your degree or payment of taxes. If you wish to be considered based only on education, as stated in the Job Opportunity Announcement (JOA), please attach a copy of your transcripts.

Bachillerato (High School)

FP I (Vocational School First Level Assistant Technician or Technician)

Specialty/Major:

FP II (Vocational School Second Level Specialist Technician or Superior Technician)

Specialty/Major:

Medium Degree

Bachelor (Level 2 Spanish Superior Education Qualifications)

Specialty/Major:

Superior Degree

Master (Level 3 Spanish Superior Education Qualifications)

Specialty/Major:

Training: Copies of certifications and/or licenses are NOT required, unless it is a requirement of the position and stated in the Job Opportunity Announcement (JOA).

Other (Training certifications and/or licenses):

1.

2.

3.

English Proficiency:

Basic

Intermediate

Advanced

A1

A2

B1

B2

C1

C2

Driver's License (If required by the position, attach a copy):

ANY

B

BE

C

CE

C1

C1E

D

D1

D1E

DE

IV. WORK EXPERIENCE

To apply for this position, you must submit a Curriculum Vitae (CV). Applicants who do not comply with this requirement will NOT be considered. If the position requires English, your CV MUST be completed in English. Please refer to the “Applicant’s Guide for Applying for LLP Vacancies” dated May 2022 for more information on how to complete 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 detail the duties performed.

V. AGREEMENT

I certify that I have read the Job Opportunity Announcement (JOA) for this vacancy and followed the procedures in the “Applicant’s Guide for Applying for LLP vacancies” dated May 2022.

I certify that all of the information on and attached to this application is true, correct, complete and submitted in good faith.

If selected, I understand that false or fraudulent information on or attached to this application may result in removal from the position and I may be subject to disciplinary action.

I acknowledge that any information I provide is subject to verification.

I agree to fulfill the security requirements required for the position as stipulated in the JOA.

BY CHECKING OFF THIS BOX, I CERTIFY THE ABOVE:

LAST NAME _____ FIRST NAME _____

AT _____, DATE ____ _____ 20____

APPLICANT'S SIGNATURE _____