

INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)

EMPLOYMENT APPLICATION

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

Vacancy announcements may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

The new application form may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>.

ALL applications MUST be completed in English. Applications in Italian language will not be considered.

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

SUBMISSION OF EMPLOYMENT APPLICATION

Application **may only be submitted via e-mail, in English**, to:
usn.naples.ochr@washingtondc.mbx.hro-naples-ln-jobs@us.navy.mil

- In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the applicant AND the vacancy announcement number, for example: ROSSI, MARIO, 3049B-123456-SA;
- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- Utilize the last version of the application form downloaded from the 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;**
- Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are NOT necessary and must not be sent, unless requested by the job announcement);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy of the information prior to submission;
- Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.
- The candidate's signature is NOT required on page 9 of the application form, however candidate must enter his/her LAST, FIRST name and application submission DATE.

STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website status column for the current recruitment stage at <https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

(NEW) HRO does NOT provide status on job applications via telephone.

ONLY after the status officially changes to 'Pending Selection' on the CNREURAFCENT web site at <https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>, applicants may inquire about their own job application status by sending a separate e-mail to: HRONaples-LN-Job-Info@us.navy.mil.

In the e-mail SUBJECT LINE add: “**Inquiring on job application submitted by LAST and FIRST name, the announcement number AND job application submission DATE**” (ex: “Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-SA, 22 Nov 2022”).

Submitting an application and inquiring about its status are two separate processes that must NOT be combined with one e-mail.

WHO MAY APPLY (AREA OF CONSIDERATION)

- Citizens of a 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, e.g. 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, any work experience related to the job vacancy and **MUST** specify:

1. Job title (include **pay schedule, series and grade** if experience gained in the Federal employment);
2. From/To dates of employment (month and year);
3. Salary (monthly);
4. WEEKLY HOURS;
5. **Employer information and FULL address (address, city, state);**
6. Experience gained during military service, providing detailed description of duties performed;
7. 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 typing proficiency in the appropriate block on 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 may be subject to verification.

Education:

- If education is used for qualification purposes, the title of the degree/certificate/diploma AND all courses/subjects **MUST** be included in the appropriate block/s on the application form.
- If education is used for qualifications purposes and a determination cannot be made based on the information provided, the application will not be considered.
- 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.

VERIFICATION OF DOCUMENTS

Prior to appointment, selectees **MUST** provide verification of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

INTERVIEWS AND SELECTIONS

Interviews and selections are made by the Hiring Manager of the department requesting the vacancy announcement. Selectees will be notified exclusively by a staff member of the HRO.

NOTES

1. Employment of relatives is restricted in accordance with NAVSUPACT policy. Relatives cannot be in the same line of supervision of another relative.
2. If a candidate is selected at a lower grade level for a position with promotion potential (e.g. UA-05/04/03), 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 according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 April 2024.