DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY (March 2021)

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

SUBMISSION OF EMPLOYMENT APPLICATION

Application **MAY ONLY BE SUBMITTED VIA E_MAIL**. HRO will NOT accept 'hard copy' applications. Submit your application to: **HRO_NAPLES-LN_JOBS@eu.navy.mil**

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

Vacancy announcements and the application forms may be downloaded from:
https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsf_deves elu.html

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY HRO:

* Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
* **The subject line of your email MUST contain the LAST and FIRST name of the applicant AND the vacancy announcement number and title (e.g. 3049B-123456-EI, Office Automation Clerk);**
* Utilize the last version of the application form downloaded from the CNIC website:
* Do not alter the content and the properties of the application;
* Application must be completed in its entirety answering ALL questions;
* Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
* The email and the attached application cannot exceed a maximum of 10MB;
* Verify the accuracy and validity of the information submitted;
* Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.

WHO MAY APPLY (AREA OF CONSIDERATION)
* Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

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:
* Job title (include pay schedule, series and grade if experience gained in the Federal employment);
* From/To dates of employment (month and year);
* Salary (monthly);
* WEEKLY HOURS;
* Employer's name and address;
* Experience gained during military service, providing detailed description of duties performed;
* Language proficiency.

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: List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you 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 into either the English or Romanian language.

VERIFICATION OF 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. HRO will proceed with the hiring process ONLY when all eligibility requirements are satisfactorily met.