

NAF EMPLOYMENT APPLICATION

Warfighter and Family Readiness

JOINT REGION MARIANAS GUAM

Tel: (671)349-1154/2154/2210/5154

HOW TO APPLY: Submit NAF employment application or resume and required documentation via email to NAFJOBS@FE.NAVY.MIL.

For additional information visit our website at <http://www.militarymwrguam.com/jobs>.

All applications MUST be submitted by the closing date on the announcement in order to be considered.

Due to volume of applications received, applicants may not be notified of non-selection.

REQUIRED DOCUMENTS:

1. An application or resume MUST be provided. It MUST include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
2. For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
3. Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.
4. Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.
5. Prior military members MUST submit a copy of their DD214 (member 4) or statement of service.
6. Applicants claiming hiring preference MUST complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrguam.com/jobs>.
7. Documentation submitted for other/previous vacancies is not considered as part of this submission.
8. Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview or may be sent a notice of non-selection within 2-8 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-8 weeks).

We reserve the right to close this position without further announcement.

DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER

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Section A – Applicant Information

Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print "OV" in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.

1. Job title in announcement		2. Grade/Payband	3. Announcement number	
4a. Last name	4b. First name		4c. Middle name	
5a. Mailing address			6. Phone numbers (include area code, if within the United States of America)	
			6a. Daytime	
5b. City	5c. State	5d. ZIP Code		6b. Evening
5e. Country (if not within the United States of America)				
7. Email address (if available)				

Section B - Work Experience

Describe your paid and non-paid work experience related to the job for which you are applying. Do not attach job description.

1. Job title (if Federal, include series and grade)				
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary \$	per	5. Hours per week
6. Employer's name and address			7. Supervisor's name and phone number	
			7a. Name	
7b. Phone				
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.				
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and job announcement number)				

Section C – Additional Work Experience

1. Job title (if Federal, include series and grade)				
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary \$	per	5. Hours per week
6. Employer's name and address			7. Supervisor's name and phone number	
			7a. Name	
7b. Phone				
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.				
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and job announcement number)				

Section D – Education

Upon request from employing Federal agency, you must provide documentation or proof that your degree(s) is from a school accredited by an accrediting body recognized by the Secretary, U.S. Department of Education, or that your education meets the other provisions outlined in the OPM Operating Manual. It will be your responsibility to secure the documentation that verifies that you attended and earned your degree(s) from this accredited institution(s) (e.g., official transcript). Federal agencies will verify your documentation.

For a list of postsecondary educational institutions and programs accredited by accrediting agencies and state approval agencies recognized by the U.S. Secretary of Education, refer to the U.S. Department of Education Office of Postsecondary Education website at <http://www.ope.ed.gov/accreditation/>.

For information on Educational and Training Provisions of Requirements, refer to the OPM Operating Manual available at <http://www.opm.gov/qualifications/SEC-II/s2-e4.asp>

Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards.

1. Last High School (HS)/GED school. Give the school's name, city, state, ZIP Code (if known), and year diploma or GED received:

2. Mark highest level completed: Some HS HS/GED Associate Bachelor Master Doctoral

3. Colleges and universities attended.

Do not attach a copy of your transcript unless requested.

Total Credits Earned
Semester Quarter

Major(s)

Degree (if any),
Year Received

3a. Name

City State

Zip Code

3b. Name

City State

Zip Code

3c. Name

City State

Zip Code

Section E - Other Education Completed

Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards.

Section F – Other Qualifications

License or Certificate

Date of Latest License or Certificate

State or Other Licensing Agency

1f.

2f.

Section G – Other Qualifications

Job-related training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.).

Job-related honors, awards, and special accomplishments (publication, membership in professional/honor societies, leadership activities, public speaking and performance awards). Give dates, but do **not** send documents unless requested.

Section H - General

1a. Are you a U.S. citizen? Yes No →

1b. If no, give the country of your citizenship.

2. Do you claim veterans' preference? Yes No ⇒

If yes, attach DD214 (member 4 copy)

3. Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25 ⇒

4. Were you ever a Federal civilian employee? Yes No ⇒ If yes, list highest civilian grade for the following:

4a. Series

4b. Grade

4c. From (mm/yyyy)

4d. To (mm/yyyy)

Section I – Applicant Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

1a. Signature

1b. Date (mm/dd/yyyy)