

Attach Photo
(less than 3
months old)

APPLICATION FOR EMPLOYMENT WITH THE U.S. MISSION IN SENEGAL

If your application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1. Job title in announcement		2. Grade(s) applying for		3. Date of Application	
4. Last name		5. First name		6. Middle name	
7. Place and date of birth		8. Present address			
9. Phone numbers (home) (office) (cellular)				10. City	
11. Country		12. National number ID Number			
13. Name at birth, if different from above		14. Have you ever been known by any other names? YES <input type="radio"/> NO <input type="radio"/> If yes, give names and explain circumstances.			
15. Sex Male <input type="radio"/> Female <input type="radio"/>		16. Marital Status <input type="radio"/> Single <input type="radio"/> Divorced <input type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Widowed <input type="radio"/> Remarried			
17. Full name of spouse (If wife, maiden name)		18. Date of birth	19. Place of birth (city, country)	20. Citizenship at birth	
21. Present occupation		22. Present address in full		Present citizenship	
24. Children					
Child's name	Date of birth	Present address		Occupation	
25. Previous addresses during past ten years					
Dates		Street and number	City (District/Province)	Country	
From	To				

34. WORK EXPERIENCE

Describe your paid and nonpaid work experience related to the job for which you are applying.

1) Job title			
From (MM/YY)	To (MM/YY)	Salary JD () Monthly	Hours per week
Employer's name and address		Supervisor's name and phone number	
Describe your duties and accomplishments			

2) Job title			
From (MM/YY)	To (MM/YY)	Salary JD () Monthly	Hours per week
Employer's name and address		Supervisor's name and phone number	
Describe your duties and accomplishments			

3) Job title			
From (MM/YY)	To (MM/YY)	Salary JD () Monthly	Hours per week
Employer's name and address		Supervisor's name and phone number	

Describe your duties and accomplishments
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4) Job title			
From (MM/YY)	To (MM/YY)	Salary JD () Monthly	Hours per week
Employer's name and address		Supervisor's name and phone number	
Describe your duties and accomplishments			

35. May we contact your current supervisor?

YES NO → If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

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

37. Last high school (HS) or GED school. Give the school's name, city, country, and year diploma or GED received.

38. College and universities attended. Do not attach a copy of your transcript unless requested.					
1) Name		Total credits earned		Major(s)	Degree – year (if any) received
		Semester	Quarter		
City	Country				
2) Name		Total credits earned		Major(s)	Degree – year (if any) received
		Semester	Quarter		
City	Country				

3) Name		Total credits earned		Major(s)	Degree – year (if any) received
		Semester	Quarter		
City	Country				

JOB-RELATED TRAINING, SKILLS AND AWARDS

39. **TRAINING:** List job-related training courses attended/completed:

Name and location of school or training place	Month and year attended		Degree/ certificate achieved	Subject
	From	To		

40. **LANGUAGE SKILLS:** Identify the language and indicate extent of your competence for each (4 = Excellent; 3 = Good; 2 = Fair; 1 = Minimal; 0 = Not at all)

Language	Speak	Read	Write	Understand
English				
Arabic				

41. **COMPUTER SKILLS:** Which computer software programs (Microsoft Word, Microsoft Excel, Microsoft Outlook, etc.) have you used? Please list hereunder with degree of competence for each (4 = Excellent; 3 = Good; 2 = Fair; 1 = Minimal; 0 = Not at all)

Program	Degree	Program	Degree	Program	Degree

42. **SPECIAL QUALIFICATIONS, SKILLS, AWARDS & ACCOMPLISHMENTS:** List any special skills you possess; machine/equipment you can operate; and any honors, awards or fellowships you have received:

43. Do you have relatives employed in the U.S. Mission (Embassy, USAID, Peace Corps) in Senegal? YES NO
 If Yes, give names and relationship:

44. Have you ever been arrested or detained by any police or military authority? If so, name the authority, give time, place, reason and the disposition of court action.

45. **REFERENCES** : List three responsible persons not related to you by blood or marriage who are qualified to supply definite information regarding your character and ability to perform job duties. (Do not name supervisors listed in item 34 above.)

Full name of reference	Mailing address	Telephone no.	Occupation

46. **APPLICANT CERTIFICATION:**

- a. I understand that any information I give may be investigated and that a false statement may be grounds for not hiring me or for dismissal if I am selected.
- b. I understand that, if I am provisionally selected, Embassy required security and full medical clearances are a prerequisite to continued employment.
- c. If I am selected, I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations to Embassy authorized investigators and personnel staff.

I certify that, to the best of my knowledge, all of my statements are true, complete and made in good faith.

signature

date

Add any information not covered above which might affect your employment. Use extra blank pages, if necessary, for detailed answers number answers to correspond with questions.