

**U.S. Mission**

**APPLICATION FOR EMPLOYMENT AS A  
LOCALLY EMPLOYED STAFF OR FAMILY MEMBER**  
(This application is for positions recruited by the Mission under the  
Department of State's Office of Overseas Employment's interagency  
Local Employment Recruitment Policy)

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**POSITION**

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1. Position Title \_\_\_\_\_ 2. Grades \_\_\_\_\_

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3. Vacancy Announcement Number (*if known*) \_\_\_\_\_ 4. Date Available for Work  
(*mm-dd-yyyy*) \_\_\_\_\_

**PERSONAL INFORMATION**

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5. Last Name(s)/Surnames \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

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6. Other Names Used \_\_\_\_\_

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7. Date of Birth (*mm/dd/yyyy*) \_\_\_\_\_ 8. Place of Birth \_\_\_\_\_

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9. Current Address \_\_\_\_\_ 10. Phone Numbers Day \_\_\_\_\_  
Evening \_\_\_\_\_  
Cell \_\_\_\_\_

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11. E-mail Address \_\_\_\_\_

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12. Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_

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13. Do you have permanent U.S. Resident Status? Yes \_\_\_ No \_\_\_ If yes, provide  
number \_\_\_\_\_

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14a. U.S. Social Security Number (for U.S. Citizens/Permanent U.S. Residents) \_\_\_\_\_

And/Or

14b. Country Identification Number *\*\*\*do not provide now\*\*\** \_\_\_\_\_

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15. Are you legally eligible to work in this country? Yes \_\_\_ No \_\_\_  
If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that  
confirms your legal eligibility to work in this country (e.g., work permit, residency permit). If you are not  
sure if you need to submit proof of eligibility, contact the Mission's HR office.

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16. If hired, are there accommodations the Mission needs to provide so that you can perform all the  
essential functions and duties of the position? Yes \_\_\_ No \_\_\_ If yes, please  
explain \_\_\_\_\_

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17. If you are applying for a position that includes driving a U.S. Government vehicle, do you have a valid  
driver's license? Yes \_\_\_ No \_\_\_ N/A \_\_\_  
If Yes, Class/Type of License \_\_\_\_\_  
If Yes, have you operated a vehicle without incident for the past three years? Yes \_\_\_ No \_\_\_

18. What days are you available to work as part of a regularly scheduled work week? (Check all that apply) Sunday \_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday \_\_\_

19. Do any of your relatives or members of your household work for the United States Government? Yes \_\_\_ No \_\_\_

If yes, provide the details below. If you need more space, use an additional sheet of paper. (See Instructions for Completing the DS-174 for the definition of relatives and members of household.)

Name	Relationship	Agency, Position and Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

**U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM) AND U.S. VETERANS HIRING PREFERENCE**

20. Are you claiming preference in hiring under U.S. law, including the Foreign Service Act of 1980, based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U.S. Veteran? See Instructions for Completing the DS-174 for additional information about the USEFM and U.S. Veterans hiring preference.

(Check only one)

- Yes, I am a U.S. Citizen EFM.                       No, I am neither a U.S. Citizen EFM, nor a U.S. Veteran.  
 Yes, I am a U.S. Veteran.  
 Yes, I am a U.S. Citizen EFM and also a U.S. Veteran.

If claiming eligibility for US Veteran preference, you must attach a copy of your most recent DD-214, Certificate of Release or Discharge from Active Duty. If claiming conditional eligibility for U.S. Veterans preference, you must submit proof of conditional eligibility

**EDUCATION**

21. Graduate School	Dates Attended (mm-dd-yyyy)	Graduate?		Degree/	Major
Name of School,	From	Yes	No	Diploma	Subject
City, State or Country	To				

Undergraduate	Dates Attended (mm-dd-yyyy)	Graduate?		Degree/	Major
College/University	From	Yes	No	Diploma	Subject
Name of School, City, State or Country	To				

High School/GED or Country	Dates Attended (mm-dd-yyyy) From	Graduate? Yes No	If no, highest grade/level completed
Equivalent Name of School, City, State or Country	To		

Other, e.g., Primary, Tech/Vocational School Name of School City, State or Country	Dates Attended (mm-dd-yyyy) From To	Graduate? Yes No	Certificate/ Diploma/	Major Subject
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**LICENSES, SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION**

22. List professional licenses, certifications, typing/keyboard, computer skills, formal and on-line training, and other skills and abilities you consider relevant to the position. Please include the license or certification number. Attach a copy if the licensing or certification is a requirement of the position. If licensed in the U.S., please list the state of issuance. If licensed in another country, please list the province/state/region and country of issuance. (Use additional pages, as required)

23. List professional organizations, associations, awards, honors, fellowships, and publications you consider significant.

**LANGUAGES**

24. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below. You may only identify one primary/first spoken/native language.

Language Indicators:

Level I = Basic Knowledge

Level II = Limited Knowledge

Level III = Good Working Knowledge

Level IV = Fluent

Level V = Professional Translator

Language	Speak	Read	Write	Primary Language?
				Yes ___ No ___
				Yes ___ No ___
				Yes ___ No ___
				Yes ___ No ___

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### WORK EXPERIENCE

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Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and the reason. (Use additional pages, as required)

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25a. Job Title (If U.S. Government, include the Series and Grade)

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From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address

Supervisor's Name and Contact Information

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

May HR contact your current supervisor? Yes \_\_\_ No \_\_\_

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Describe your duties/responsibilities and accomplishments

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Reason(s) for leaving. (Do not write "N/A" or Not applicable)

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25b. Job Title (If U.S. Government, include the series and grade)

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From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address

Supervisor's Name and Contact Information

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

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Describe your duties/responsibilities and accomplishments

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Reason(s) for leaving. (Do not write "N/A" or Not applicable)

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25c. Job Title (If U.S. Government, include the Series and Grade)

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From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address

Supervisor's Name and Contact Information

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

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Describe your duties/responsibilities and accomplishments

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Reason(s) for leaving. (Do not write "N/A" or Not applicable)

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25d. Job Title (If U.S. Government, include the Series and Grade)

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From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address

Supervisor's Name and Contact Information

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

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Describe your major duties/responsibilities and accomplishments

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Reason(s) for leaving. (Do not write "N/A" or Not applicable)

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**REFERENCES**

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26. List three personal references who are not relatives or former supervisors who have knowledge of your work performance. HR will obtain your permission before contacting any references.

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Name	Address	Telephone	Occupation
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**SIGNATURE AND CERTIFICATION**

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27. 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 termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily give on or attached to this application may be investigated.

Signature \_\_\_\_\_ Date (*mm-dd-yyyy*) \_\_\_\_\_

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**PRIVACY ACT STATEMENT**  
**(for U.S. Citizens and Legal Permanent Residents of the U.S.)**

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**AUTHORITIES:** The information is sought pursuant to, e.g., the Foreign Service Act of 1980, as amended, and 22 U.S.C. 2669(c).

**PURPOSE:** The information solicited on this form is necessary to establish your eligibility and qualifications for advertised positions. The information furnished may also be used in the pre-employment fitness-for-duty process, if you are selected for a Mission position. We are authorized to solicit your social security number (SSN) by Executive Order 9397 to confirm the identity and employment eligibility of the individual. The SSN may also be used to seek information about you from employers, schools, banks, and others who know you. Disclosure of this information, including your social security number, is voluntary. Failure to provide the information requested on this application may result in delays in considering your application. It could result in you not receiving full consideration for the position. Incomplete addresses slow processing of your application.

**ROUTINE USES:** The information you provide in this form may be shared with Federal, State, local, and foreign agencies to the extent relevant and necessary for that agency's decision about you or to the extent relevant and necessary for that agency's decision about you. This information may be disclosed to a member of Congress or to a congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained. This information may also be disclosed in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

**BURDEN:** Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on this accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202

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**EQUAL OPPORTUNITY STATEMENT**

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The U.S. Government is an equal opportunity employer.

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**DS-174 CONTINUATION SHEET - WORK EXPERIENCE**

25\_\_ Job Title (If U.S. Government, include the Series and Grade)

From (mm/dd/yyyy) To (mm/dd/yyyy) Salary per Year in U.S. Dollars or Local Currency Hours per Week

Employer's Name and Address Supervisor's Name and Contact Information  
Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Describe your duties/responsibilities and accomplishments.

Reason(s) for leaving. (Do not write "N/A" or Not Applicable)

27\_\_ Job Title (If U.S. Government, Include the Series and Grade)

From (mm/dd/yyyy) To (mm/dd/yyyy) Salary per Year in U.S. Dollars or Local Currency Hours per Week

Employer's Name and Address Supervisor's Name and Contact Information  
Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Describe your duties/responsibilities and accomplishments.

Reason(s) for leaving. (Do not write "N/A" or Not Applicable)