

MWR Non-Appropriated Fund (NAF) Personnel Office
U.S. Naval Air Station Sigonella (NAS I) BLDG. 202
Phone numbers: Com. 095-56-0509 DSN 624-0509

INSTRUCTIONS FOR U.S. APPLICANTS

- Copies of vacancy announcements and application forms are available at the MWR NAF Personnel Office, or they can be downloaded from <http://cnic.navy.mil/sigonella/fleetandfamilyreadiness/aboutfleetandfamilyreadiness/jobs>
- It is your responsibility to submit a complete application form. Incomplete or incorrect information may affect the status of your application.
- If you wish to use education as a substitution for experience you must submit a copy of your transcripts.
- All applications and supporting documents must be received by close of business on the closing date of the announcement. Applications and supporting documents will not be returned. We suggest that you submit copies and retain original documents for yourself.
- Two relatives will not be permitted to work in the same section.
- Preference will be given to military spouses in filling NAF positions only if they are among the best qualified candidates. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a full-time or a part-time position with no time limitation.
- Applicants with dual citizenship (Italian/U.S.) are ineligible for employment.
- All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.

INFORMATION REQUIRED ON APPLICATION

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address (with zip code) and day/evening phone numbers (with area code)
- Social Security Number
- Country of citizenship
- Date of Birth
- Veterans' preference (Attach DD-214 or other proof)
- High school (name, city and state, zip code) and date of diploma or GED
- Colleges and universities (name, city and state). Type the date of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:

- Job title (include series/grade if Federal)
- Detailed description of duties
- Employer's name and address
- Starting/ending dates and hours per week

You can submit your application forms to the MWR NAF Personnel Office or to
sign92.mwrjobs@eu.navy.mil