



DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE ROTA
PSC 819 BOX 11
FPO AE 09645 - 0011

INTERNAL VACANCY JOB OPPORTUNITY APPLICATION

IF THE POSITION YOU ARE APPLYING FOR REQUIRES KNOWLEDGE OF THE ENGLISH LANGUAGE
THIS JOB APPLICATION MUST BE FILLED OUT IN ENGLISH

| I. PERSONAL INFORMATION | |
|--------------------------------------|--|
| Last Name: | |
| First Name: | |
| ID No.: | |
| Personal Phone No.: | |
| E-mail: | |
| Title and Level of Current Position: | |
| Department: | |
| Current Supervisor: | |
| Name: | |
| Phone No.: | |
| E-mail (optional): | |

| II. VACANCY INFORMATION | |
|--------------------------------|--|
| Announcement Number: | |
| Title and Level: | |
| Department: | |

III. EDUCATION AND TRAINING

Education: Attach a copy of degree or payment of taxes. If you wish to be considered based only on education, as stated in the announcement, please attach a copy of your transcripts.

Bachillerato (High School)

FP I (Vocational School First Level Assistant Technician or Technician)

Specialty/Major:

FP II (Vocational School Second Level Specialist Technician or Superior Technician)

Specialty/Major:

Medium Degree

Bachelor (Level 2 Spanish Superior Education Qualifications)

Specialty/Major:

Superior Degree

Master (Level 3 Spanish Superior Education Qualifications)

Specialty/Major:

Training: Copies of certifications and/or licenses are NOT required, unless it is a requirement of the position and stated in the announcement.

Other (Training certifications and/or licenses):

1.

2.

3.

English Proficiency:

Basic

Intermediate

Advanced

A1

A2

B1

B2

C1

C2

Driver's License (If required by the position, attach a copy):

ANY

B

BE

C

CE

C1

C1E

D

D1

D1E

DE

IV. WORK EXPERIENCE: If the position requires knowledge of the English language, the Work Experience section MUST be completed in English. Applicants who do not comply with this requirement will NOT be considered.

| | |
|-------------------------------------|--|
| 1. Position Title: | |
| 2. Activity/Department: | |
| 3. Level: | |
| 4. Professional Group: | |
| 5. From (mm/dd/yyyy): | |
| 6. To (mm/dd/yyyy): | |
| 7. Hours per Week: | |
| 8. Supervisor's Name and Phone No.: | |

9. May we contact your supervisor? YES NO

10. Describe Duties Performed:

NOTE:

- (1) Experience gained with another firm will only be considered if supporting documents from the Social Security (Vida Laboral) AND contract; or firm certificate; or payroll documentation are provided by the applicant.
- (2) For additional experience, please make copies of this page as needed.

V. AGREEMENT

I certify that all of the information on and attached to this application is true, correct, complete, and submitted in good faith.

If selected, I understand that false or fraudulent information on or attached to this application may result in removal from the position and I may be subject to disciplinary action.

I acknowledge that any information I provide is subject to verification.

I agree to fulfill the security requirements required for the position as stipulated in the announcement.

BY CHECKING OFF THIS BOX, I CERTIFY THE ABOVE:

At _____, Date _____ 20 ____

Applicant signature, _____

NOTES AND OBSERVATIONS:

1. "Procedures for Submitting Job Opportunity Applications for Internal Vacancies" and the announcement of the vacancy you are applying for must be read.
2. Incomplete applications will not be considered.
3. Typed/computer written applications are preferred.
4. The job application and documentation will be sent by email to the following address:
RotaHROInternalLNJobs@eu.navy.mil.
5. The email with the job application and the documentation cannot exceed 5 MB