

<h1>厚木基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page.          応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。  <a href="http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_JN_Forms.html">http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_JN_Forms.html</a></p>		広報番号 Announcement No. <b>A-16-049</b>
		初回選考締切り日 1 <sup>st</sup> Cut Off Date <b>31 Aug 2016</b>
		募集締切日 Closing Date <b>Open Until Filled</b>
		発行日 Date of Issue <b>10 Aug 2016</b>
<b>1. 職種名 Job title ( 等級 Grade 1-3 / 語学等級 LD N/A )</b>  <b>Hotel Desk Clerk IHA-156</b> <b>(ホテル事務職)</b>	募集人数 No. of Recruitment  <b>1 名</b>	<b>4. 募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide  <input checked="" type="checkbox"/> 外部 Off Base Applicant
低い等級での採用の可能性 Acceptance at Lower Grade <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes 低位等級 Lower Grade:		
<input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Trade & Service <input type="checkbox"/> 保安・消防系 Security & Fire <input type="checkbox"/> 医療系 Medical		
<b>2. 部隊 Activity</b>  Navy Exchange, Atsugi Navy Lodge  <b>勤務場所 Working Place:</b> 綾瀬市厚木基地 Ayase, Atsugi Base		<b>5. 雇用の種類 Type of Employment</b>  <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 時間制 HPT  <input type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE: )
<b>3. 勤務時間 Work Schedule ( 週 20 時間制 hr/wk )</b>  勤務日 Work Days: 3 days/week (4 days off/week) 勤務時間 Work Hours: 4-8 hours/day Between 0545-2215 (See page 2) 休憩時間 Recess: 45 min (8 hours working day)  <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel		
<b>6. 職務内容 Duties</b>  Performs work involved in receiving and assisting guests, registering and assigning rooms, collecting fees and maintaining records in a transient hotel or bachelor quarters. Typical duties include: (1) checks credentials of incoming guest; (2) assigns rooms based on preference of guest, rank, availability, etc.; (3) prepares or assists guest in preparing registration card; (4) provides information concerning rates, maid service, and availability of recreational or shopping facilities; (5) arranges for personal valet-type services; (6) may sell convenience articles such as cigarettes, candy, toilet articles, magazines, etc., and maintain sales records; (7) may operate a telephone service, taking and placing calls; (8) computes and collects fees from departing guests; and (9) maintains operating records. Performs other related or incidental duties as assigned.		
<b>7. 資格要件/身体条件 Qualification/Physical Requirements</b>  - One year of general work experience, OR completion of 2 years junior college/technical school or 4 year degree in any field. - Ability to speak, read and write English at average proficiency level (LD-2). - Skill in operating a computer system. - Ability to maintain sales/ operating records.  <b>Non-Japanese Applicants:</b> Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. <u>Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> - U. S. Citizens are not eligible for IHA employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.		
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional		
学歴 Educational Background : See block #7   免許証/修了証 License/Certificate Required : See Block #7		

## 8. 提出するもの Application and Associated Documents

- \*  空席応募用紙 Application for Vacancy Announcement (HROY Form 1)
- \*  専門職務経歴書 Resume of Specialized Work Experience (HROY Form)
- \* の記入は Complete \* in  日本語で Japanese  英語で English  どちらでも Either
- 各免許証・資格証明書・修了証明書のコピー(7欄要件に該当ある場合) Copy of license/certificate (if any in block 7 applies).
- 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
- 82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <選考結果通知用>  
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice >
- 日本国籍以外の方は、在留カード、パスポート、査証のコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back sides) and Passport (picture and visa stamp pages).
- 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』  
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

問い合わせ先 Inquiries	提出先 Submit to	事務処理欄 For Official Use
<p><b>Current USFJ Employee</b> 現従業員 問合せ先：</p> <p>在日米海軍厚木基地人事部 CNRJ HRO</p> <p>DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425</p>	<p><b>Current USFJ Employee</b> 現従業員 提出先：</p> <p>〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12</p> <p>Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101</p>	<p><b>PDN:</b> NEX-07-009-PT</p>
<p><b>Off Base Applicant</b> 外部応募者 問合せ先：</p> <p>労務管理機構 座間支部 管理課 管理第二係</p> <p>Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667</p>	<p><b>Off Base Applicant</b> 外部応募者 提出先：</p> <p>〒252-0011 神奈川県 座間市 相武台 1-46-1 労務管理機構 座間支部 管理課 管理第二係</p> <p>1-46-1, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of Labor Management Organization Management Section 2 〒252-1101</p>	

### 3. 勤務時間 Work Schedule

Shift Rotation: A – B – A – B

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
A	0545-1430	DAY OFF	DAY OFF	1415-1815	DAY OFF	1330-2215	DAY OFF
B	DAY OFF	1330-2215	DAY OFF	1415-1815	DAY OFF	DAY OFF	0545-1430

\* 履歴書及び添付書類は締切日午後三時まで以上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

\* 応募時点で規定の雇用資格を満たしていない、又は書類不備の応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

\* 提出された応募書類はお返ししません。Submitted applications will not be returned.

\* 初回選考締切日以降は、選考決定により締切となることがあります。After 1<sup>st</sup> Cut Off Date, announcement may close due to decision of selection.

\* 応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site  
[http://www.cnic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

### **PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記 : 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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