

# NONAPPROPRIATED FUND FEDERAL EMPLOYMENT APPLICATION

**THIS APPLICATION MUST BE COMPLETED IN INK.  
BEFORE COMPLETING THIS FORM, READ THE PRIVACY ACT STATEMENT LOCATED ON PAGE (4)**

(1) Position applying for: _____	Announcement #: _____	<p style="text-align: center;"><b>Important Applicant Information!</b></p> <ul style="list-style-type: none"> <li>• Applicants may apply for up to four (4) positions at any one time.</li> <li>• Once an applicant has accepted a position with our agency, they must wait a minimum of 60 days before accepting a different position within the agency unless they submit written permission from their current supervisor.</li> </ul>
(2) Position applying for: _____	Announcement #: _____	
(3) Position applying for: _____	Announcement #: _____	
(4) Position applying for: _____	Announcement #: _____	

E-mail Address: _____	Are you 18 years of age or over? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> , give your date of birth: _____	<p style="text-align: center;"><b>Referral Source</b></p> <input type="checkbox"/> Walk-in <input type="checkbox"/> Relative/Friend: _____ <span style="margin-left: 100px;">(Name)</span> <input type="checkbox"/> Other: _____ <span style="margin-left: 100px;">(Name)</span>
Name (Last, First, MI) _____		

Mailing Address (Include Apartment Number, if any) _____		<p style="text-align: center;">I am available to work: (Please mark ( x ) all that apply)</p> <input type="checkbox"/> Weekends only      I am available to begin work on: _____ <input type="checkbox"/> Days only <input type="checkbox"/> Evenings only <input type="checkbox"/> All shifts available      _____ <span style="margin-left: 100px;">(Date)</span> <input type="checkbox"/> 35-40 <input type="checkbox"/> 20-34 <input type="checkbox"/> 20 or less
City, State, and ZIP Code _____		
Home Phone ( ) ( ) _____	Alternate Phone (Check) → <input type="checkbox"/> Cell <input type="checkbox"/> Other: _____ <input type="checkbox"/> Work      _____	
Other names used (maiden, previous married, etc) _____		

Have you <u>EVER</u> been employed in any APF (Civil Service) or NAF (MWR, VQ, NEX) position? <input type="checkbox"/> <b>Yes</b> , indicate <b>ALL</b> APF and NAF employment under work history <input type="checkbox"/> <b>No</b>	<p style="text-align: center;"><b>I will accept:</b></p> <input type="checkbox"/> Flexible Category* <input type="checkbox"/> Any <input type="checkbox"/> Full-time only **
<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Registered Alien → Registration No: _____	*Flexible employment has no leave/benefits/holiday pay and may be temporary or seasonal. Hours of work vary from 0-40 hours per week on an as-needed basis.  <b>**Selecting Full-time <i>only</i> will prohibit you from most available positions</b>
Place of Birth: _____ <span style="margin-left: 100px;">(City, State OR Country)</span>	

<b>SELECTIVE SERVICE</b>	<b>Selective Service Number</b>
If you are a male born after December 31, 1959 and at least 18 years of age, you must provide your selective service registration number. To locate, obtain or register for your SS number, visit: <a href="http://www.sss.gov">www.sss.gov</a>	

**MILITARY SERVICE**

Have you **EVER** served in the United States Military?     **No**     **Yes**, complete ALL items below.

- **ALL prior military discharged within the past 10 years, must attach a copy of page 4 of the DD214 showing the reason for discharge and re-entry codes. This information may be used at a later date to determine creditable service.**  
 Your DD214 now online at: <http://vetrecs.archives.gov/>
- If you are **CURRENTLY ACTIVE DUTY**, provide all information under work experience section, including current rank, duty station, and work phone and attach a copy of your approved **SPECIAL REQUEST AUTHORIZATION (NAVPERS 1336/3) form** containing the command POC and phone number. Military off-duty, may only work 0-34 hours per week.
- If you are on **TERMINAL LEAVE**, attach a copy of your approved Terminal Leave document.

Dates of Service	Branch of Service	Highest Rank Held	Type of Discharge
<input type="checkbox"/> Active Duty/Retired    From: _____ To: _____			
<input type="checkbox"/> Reserves                      From: _____ To: _____			



Name:

**REFERENCES**

Please list at least three people **NOT RELATED** to you, who are **NOT listed as your supervisor** on pg 2, who can furnish information regarding your qualifications and character in regard to the position(s) applied for.

FULL NAME	BUSINESS OR HOME ADDRESS	TELEPHONE	OCCUPATION
		( )	
		( )	
		( )	

EDUCATION	Name of High School Attended	City and State	Date Graduated (Mo/Yr)
<input type="checkbox"/> High School graduate/GED →			

Name of College/University Attended	State	Major Course of Study (i.e., Business Technology; Exercise Physiology, etc.)	Credit Hours	Degree Received (i.e., BA-Business Mgmt, BS-Recreation, etc)	Date Received

**OTHER POSITION RELATED TRAINING** (Attach additional sheet if more space is needed)

COURSE TITLE	NAME OF SCHOOL	DATE COMPLETED

**ADDITIONAL SKILLS AND QUALIFICATIONS**

<b>Computer</b>	<input type="checkbox"/> Spreadsheet software used:		
	<input type="checkbox"/> Word Processing software used:		
	<input type="checkbox"/> Database software used:		
	<input type="checkbox"/> Presentation software used:		
<b>License</b>	<input type="checkbox"/> Driver's	Expires:	
	<input type="checkbox"/> CDL	Class: Expires:	
	<input type="checkbox"/> Other (Teacher, Notary, etc) Include expiration date if applicable	Explanation:	
<b>Certificates</b>	<input type="checkbox"/> CPR: _____ Expires	<input type="checkbox"/> Lifeguard: _____ Expires	<input type="checkbox"/> Other: _____ / _____ Certificate / Expires
	<input type="checkbox"/> First Aid: _____ Expires	<input type="checkbox"/> WSI: _____ Expires	<input type="checkbox"/> Other: _____ / _____ Certificate / Expires
<b>Other skills</b>	Heavy equipment, lawn care equipment, hand tools, office equipment, etc.	Name/Type of tool/equipment, etc.:	

Name:

**ATTENTION: READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THIS PAGE AND SIGNING**

Failure to answer a question, or providing incomplete or false information on any question, is grounds for non-selection or termination for cause once employed. All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All information given will be considered in reviewing your application.

**ANSWER THE FOLLOWING QUESTIONS (1-5) BY PLACING AN "X" IN THE APPROPRIATE COLUMN.**

	YES	NO
1. Within the past ten (10) years, have you been: a) fired from any job; b) resigned from any job after being informed that you would be fired; or c) left by mutual agreement due to unresolved issues? <b>If YES, explain:</b>		
2. Are you delinquent on any Federal Debt? (Include Federal taxes, loans, overpayment of benefits or other debts to the US or City and State Government plus defaults on Federally guaranteed or insured loans such as student and home mortgage loans?) <b>If YES, explain:</b>		
3. Do you receive, or have you applied for retirement pay, pension, or other compensation based on military service, Federal (APF) civilian service, Nonappropriated fund (NAF) service or any other employment? <b>If YES, explain:</b>		
4. Do any of your relatives, by blood or by marriage, work for the U.S. Government (APF) Civil Service or Nonappropriated (NAF) Fund) or any branch of the military service (Navy, Air Force, MWR, VQ, etc)? <b>If YES, provide the following information:</b>		

Name	Relationship	Organization/Place of Work

	YES	NO
5. For any offense against the law, have you ever forfeited collateral, been convicted, been fined, been imprisoned, been on probation (with or without judgment), been on parole, pled guilty or nolo contendere (no contest), been convicted by court martial or are you now under charges for any offense against the law? (The ONLY EXCEPTIONS to this are: 1) traffic fines under \$150; and 2) any offense committed prior to age 18 that was adjudicated in a juvenile court or under a Youth Offender Law. <b>If YES, provide the following information:</b>		

Charge/Offense	City/State	Court	Action taken	Date

**NOTE: CONVICTIONS ARE NOT A BASIS FOR NON-SELECTION!! ANY DATA PROVIDED WILL BE USED APPROPRIATELY AND ONLY AS RELEVANT TO THE POSITION(S) APPLIED FOR.**

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

The information requested of you on this form is authorized by Title 5, United States Code 301 and Title 42, United States Code 410. This information requested is to ascertain how well your education and work skills qualify you for a job, and for personnel actions after employment, such as promotion, transfer, and pay and leave entitlements, if any. Information on matters such as citizenship and military service are requested to ascertain whether or not you are affected by laws that define who may and may not be employed. If all the information requested is not supplied, it may not be possible to determine your eligibility and qualifications. **Your application may not be considered if it is incomplete.** Social Security numbers are requested to enable us to accurately identify you, and to properly attribute you with your actual earnings for purposes such as retirement, insurance, etc. Your SSN may also be used to request information about you from employers, schools, banks, and others who know you, but it will only be used as allowed by law. Information we have about you may also be given to other federal, state, and local agencies for checking on violations of law, or for other lawful purposes.

**APPLICANT CERTIFICATION**

**Submission of this application, with or without signature, signifies agreement/consent with the conditions listed within and permission to check all information provided by the applicant.**

Signature of applicant (Electronic (e-mail) signature is accepted):	Date:
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By my signature, I CERTIFY that all statements made by me on this application are complete, true and accurate to the best of my knowledge and belief. I understand that my signature signifies my permission for previous employers, agencies, references and other legitimate sources to provide information to be used to determine my qualifications and suitability for employment.