

FLEET & FAMILY READINESS NAVY REGION JAPAN

NAFEMPLOYMENTAPPLICATION

Thank you for your interest in Fleet & Family Readiness (FFR) Nonappropriated Fund (NAF) employment. Please submit your resume and or completed NAF Employment Application form at NAF Human Resources Office (HRO), Commander Navy Region Japan, via email to FFR_NAFRecruitment@us.navy.mil

REQUIRED DOCUMENTS WHEN SUBMITTING A COMPLETE APPLICATION PACKET:

- 1. Type or print clearly in black or blue ink. Please submit a separate resume and/or application and all required documents for each job vacancies for which you apply.
- Resume or NAF application form. Ensure that the job announcement number is listed for the position you would like to be considered for.
 (NOTE: If applying to any CYP positions, you must submit both resume and a

(NOTE: If applying to any CYP positions, you must submit both resume and a completed NAF application form.)

- 3. CYP Eligibility Packet only if applying for any CYP positions.
- 4. Copy of PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- 5. <u>OF-306</u> (Declaration for Federal Employment) Must be signed in ink and dated within the opening and closing date of the vacancy announcement you are applying for.
- 6. Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- 7. If claiming Veteran's Preference, please submit a legible copy of your DD214 page 4.
- 8. Military Spouse Preference can only be used for NAF positions at the NF-03 level and below or equivalent.
- 9. If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

NOTE: Submitted applications and resumes will be retained for 90 days. Management reserves the right to fill a vacancy by methods other than merit staffing procedures (i.e. non-competitive placements in lieu of or as exceptions to competitive procedures) or cancel a vacancy announcement at any time during the recruitment process.

DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER

Please contact the CNRJ NAF HR office at 243-5446 if you have further questions. Thank you!

FLEET &	FAMILY F	EADINESS
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APPLICATION FOR NONAPPROPRIATED FUND EMPLOYMENT

NAVY REGION JAPAN

Before completing this application, please read the instructions carefully. Answer every question clearly and completely. Please type or print in ink.

1. Position Title	/	2. Pay Band/Series/Grade 3. Announcement Number			
4. Desired Location □ Atsugi □ Diego Garcia □ Ikego □ Misawa □ Okinawa □ Singo □ Yokosuka □ Sasebo □ Othomage	apore □ Regular Full □ □ Regular Part	Hours (mark all tha Fime (includes benefi Time (includes benef) hours as needed; no	its)	 Date Availabl Projected Rot 	
8. Name (Last, First Middle (Maiden))		9. E-mail Addres	55		
10. Mailing Address		11. Phone	12. Alternate Phone		none
13. Are you 18 years of age or older?		14. Country of Citizenship			
If no, provide date of b	rth:	15. Alien Registration Number (if applicable)			
16. Have you ever served on active dut	y in the United States milit	•	10-Point Veteran	s' Preference lette	r is attached.
If yes, c <u>urrently :</u> Branc	h Rank	Organization	Est. Retirement, Separation, or Rotation Date		
If yes, p <u>reviously</u> : Branc	h Final Rank	Discharge Date	Discharge Type	Reserve Status	□ Pleasesubmit formDD-214.
17. Have you ever worked for the Unite	d States federal governme □ No		am currently still	working for the go	overnment.
If yes currently Position	on Type F Regular □ NAF Flex	□ APF/GS	Location & Job Title		
	on Type(s) F Regular □ NAF Flex	□ APF/GS	 Please includeadditional detailson federalemployment under the Work History section. 		
Most recent em	WORK ployment. Please attach Wo	HISTORY	ation or resume a	ıs needed.	
Name of Company/Government Agency		Kind of Business		Phone Number	
Street Address		City		State	Zip Code
Name and Title of Immediate Supervisor		Dates Employed From	То	Salary at Leaving	
Job Title				I	
Description of Duties				Reason for Leavi	ng

Name:	me: Announcement Number:					
			PROFESSION	ALREFERENC	CES	
Please list three position for whic		ated to you wh	o can furnish inforn	nation regardii	ng your employment	t and qualifications for the
Full Name		E-mail Address		Telephone Nu	umber	Occupation
		「				
				ATION		
What is the high	-	□ High School/	GED	□ Associate's		Master's Degree
education you h School Name & J		Some College	Total Credit	Bachelor's	Degree Date Received	 Doctorate Degree Major Course of Study,
	Address high school attend	ed	Hours Complete	Degree Received	(month/year)	Concentration, etc.
			T			
				NING		
Course Title			Name of School	or Source		Date Received (month/year)
		ADE	DITIONALSKILLS	& QUALIFIC	ATIONS	
Computer	Word Processi	ng or Design:	Τ			
	Spreadsheet of	r Database:				
	🗆 Other:					
Licenses	Driver's:		Class:			Expiration:
	Commercial D	river's (CDL):	Class:			Expiration:
	Other:		Class:	Class:		Expiration:
Certificates	Туре	Expiration	Туре	Expiration	Туре	Expiration
	□ CPR:		Lifeguard:		Other:	
	First Aid:		□ WSI:		🗆 Other:	
Other	Equipment, mac	hinery,				
	technology, lang	uage, etc.:				
	.	APPL	ICANT CERTIFIC	ATION & SIG	INATURE	
		-		-		best of my knowledge and
=	=		disclose information	n concerning n	ny previous employn	ment and experience as it
	position I am seek	ing.		·		T
Printed Name of	Applicant		Signature of App	licant		Date

HEET & FAMILY READINESS Please list most recent employment first	ORY CONTINUATION t. Attach additional continuation po	iges as needed.		
Name of Company/Government Agency	Kind of Business	Phone Number		
Street Address	City	State	Zip Code	
Name and Title of Immediate Supervisor	Dates Employed From To	Salary at Leav	ring	
Job Title		L		
Description of Duties		Reason for Le	eaving	
Name of Company/Government Agency	Kind of Business	Phone Numb	er	
Street Address	City	State	Zip Code	
Name and Title of Immediate Supervisor	Dates Employed From To	Salary at Leav	ving	
Job Title				
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Name and Title of Immediate Supervisor	Dates Employed From To	Salary at Leav	ring	
Job Title				
Description of Duties		Reason for Le	eaving	

 $Navy Region Japan \, {\sf NAF}\, Employment Application - Supplemental \, {\sf Form}$