

OMB CONTROL NUMBER: 0702-0133  
OMB EXPIRATION DATE: XX/XX/XXXX

**INITIAL APPLICATION FOR LOCAL NATIONAL EMPLOYMENT  
Army & Air Force Exchange Service (AAFES) - UK**

**AGENCY DISCLOSURE NOTICE**

The public reporting burden for this collection of information, 0702-0133, is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PRIVACY ACT STATEMENT**

AUTHORITY: Title 10 U.S.C. §7013, "Secretary of the Army"; Title 10 U.S.C. §9013, "Secretary of the Air Force"; Army Regulation 215-8/AFI 34-211(I), "Army and Air Force Exchange Service Operations"; and Executive Order 9397 (SSN).

**PRINCIPAL PURPOSE(S):** This collection of information is necessary to process applications for Local National employment with the Army and Air Force Exchange Service within the United Kingdom.

**ROUTINE USE(S):** Records may be disclosed outside of DoD pursuant to Title 5 U.S.C. §552a(b)(3) regarding DoD "Blanket Routine Uses" published at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>. This includes disclosure to Federal, State, local, territorial, tribal, international, or foreign agencies in connection with the hiring or retention of an employee. Application data may be verified by approved organizations such as First Advantage® for completion of applicant's background investigation.

**DISCLOSURE:** Voluntary. However, failure to provide all the requested information may result in the denial of your application.

**SYSTEM OF RECORD NOTICE (SORN):** AAFES 0403.01 "Application for Employment Files"; <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Army-Article-List/>

**INSTRUCTIONS:**

1. Read or listen to any verbal instructions presented by the Exchange local Human Resource Associates/Manager.
2. Complete each area of the application in ink. Make sure the information is complete and accurate.
3. Present additional items as listed in the instructions posted on the application.
4. Sign and date the application.
5. Present the completed application and required additional documents to the RAF Feltwell Human Resource Office by mail at Bldg. 94 RAF Feltwell, Thetford, Norfolk IP264HL, by fax to 01842-827651, or through e-mail at [yyEUUKHR@aafes.com](mailto:yyEUUKHR@aafes.com).



**INITIAL APPLICATION FOR LOCAL NATIONAL EMPLOYMENT**  
with the Army & Air Force Exchange Service (AAFES)

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**RAF Feltwell Human Resources Office**

Bldg. 94 RAF Feltwell, Thetford, Norfolk IP264HL  
**Telephone:** 01842-829946 / **Fax #:** 01842-827651

***Hours of Operation:***

*0730-1600 Monday-Friday*

E-mail the HRO at: [yyEUUKHR@aafes.com](mailto:yyEUUKHR@aafes.com)

\*Applications should be sent by post or fax or email to RAF Feltwell Human Resources Office for review. As the military forces on the RAF bases require all visitors to be escorted on and off the base, pre-screening interviews will be held during normal business hours,  
**BY APPOINTMENT ONLY.**

**PLEASE PROVIDE PHOTOCOPIES OF THE FOLLOWING DOCUMENTATION WITH YOUR COMPLETED APPLICATION (DO NOT SEND ORIGINAL DOCUMENTS):**

**British Citizen, EU Member, or TCN:**

Current Passport or two other forms of ID (including Driver's License, Government issued ID card, Birth Certificate, National Insurance Card, etc.)

**British Citizen, EU Member, or TCN who are ALSO a Military Family Member:**

Dependant ID card, Sponsor's PCS Orders, Current Visa (*if not from EU member country*)  
-In Addition To- Current Passport or two other forms of ID (including Driver's License, Government issued ID card, Birth Certificate, National Insurance Card, etc.)

**THANK YOU FOR APPLYING FOR A JOB WITH AAFES!**

Your **Initial Application** will be kept on file for 90 days. **You are required to put in the job specific application when you see any vacancy on [www.applymyexchange.com](http://www.applymyexchange.com) that you are interested in.** You may be automatically considered for the applicant pools if we are lack of internal candidates for the job and you match the job's requirements. Please call 01842-829946 to check the status of your application.

Remember, LN applicants may use [www.applymyexchange.com](http://www.applymyexchange.com) for job information. However, As LN applicants, you cannot submit the application on the above website. You have to submit **Job Specific Application** (paper application) to RAF Feltwell Human Resources Office by mail, email, or fax.



<b>EDUCATION &amp; QUALIFICATIONS:</b>		
School/College/University:	Examination/Subject:	Date:
Please list special skills and/or Experience:		

<b>MOST RECENT EMPLOYMENT:</b>	<b>PREVIOUS EMPLOYMENT:</b>
Name of Company: _____	Name of Company: _____
Position within company: _____	Position within company: _____
Date started: _____ Date Left: _____	Date started: _____ Date Left: _____
Reason for leaving: _____	Reason for leaving: _____
Business Telephone Number: _____	Business Telephone Number: _____

Do you have any un-spent criminal records? <i>*Other than minor traffic offences*</i>	(Please circle )
	YES NO
If "yes", please answer questions below.	

Date of Offence/Violation:	Age at the time of the offence:
Nature of Offence/Violation:	Location of Court:
Penalty/Disposition:	

<b>PERSONAL REFERENCES:</b>	
Please provide two: <i>(Other than immediate family members, and you have known for a minimum of 1 year)</i>	
Full Name: _____	Full Name: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____
Length of association:	Length of association:
Relationship: _____	Relationship: _____

Remarks, work restrictions, allergies, or other voluntary information:
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<i>I declare that all the information I have provided on this application form is true and correct to the best of my knowledge. I understand that my application may be rejected and/or I may be dismissed if I have given false information or withheld relevant information.</i>	
Applicant Signature: _____	Date: _____

JOB SPECIFIC APPLICATION



JOB SPECIFIC APPLICATION

**JOB SPECIFIC APPLICATION FOR LOCAL NATIONAL EMPLOYMENT**  
with the Army & Air Force Exchange Service (AAFES) at United Kingdom

**RAF Feltwell Human Resources Office**

Bldg. 94 RAF Feltwell, Thetford, Norfolk IP264HL

**Telephone:** 01842-829946 / **Fax #:** 01842-827651

**Hours of Operation:** 0730-1600 Monday-Friday

\*If you have not placed **Initial Application** within the last 90 days, you are required to do so. Applications should be sent by **post** or **fax** or **email** to RAF Feltwell Human Resources Office for review **BEFORE** the job closing date.

You are required to put in the **Job Specific Application** (paper application) **EVERYTIME** when you see any vacancy on [www.applymyexchange.com](http://www.applymyexchange.com) that interests you.

As LN applicants, you cannot submit the application on the above website.

**Multiple** JOB SPECIFIC APPLICATIONs can be submitted.

You may be automatically considered for the applicant pools if we are lack of internal candidates for the job and you match the job's requirements.

**Full Name (Last, First, Middle, Maiden):**

**Vacancy Announcement Numbers for the positions that you would like to apply for:**  
**(It starts as H-)**

- 1.
- 2.
- 3.
- 4.
- 5.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_