



Login

[Forgot Password?](#)

LOGIN

Don't have an account yet?

CREATE ACCOUNT

Not ready to sign in or create account?

SEARCH JOBS

TERMS AND CONDITIONS

By creating an account (login and password), I understand and expressly consent to the following:

- The information that I provide while filling out this online employment application form and completing the application process, including possibly sensitive data, will be transferred online, stored, and processed on a server in the United States of America. This information may or may not be provided the same level of data protection as provided in my home country.
- The information that I provide will be retained and destroyed in accordance with U.S. Department of State record retention policies and procedures.
- The information that I provide will be reviewed and used for official purposes by the government of the United States of America.
- All data transfers via the internet are not 100% secure and there might be some security vulnerabilities.
- I may decide not to consent to these terms, but, if I do not consent to all of these terms, then I agree not to proceed with creating an account or moving forward with filling out the application, and I understand that I will not be considered for hiring.

OMB APPROVAL NO. 1405-0189
EXPIRES: 05/31/2019
ESTIMATED BURDEN: 1 Hour

PRIVACY AND PAPERWORK REDUCTION ACT STATEMENTS (For U.S. Citizens and Legal Permanent Residents of the U.S.)

AUTHORITIES - The information is sought pursuant to The Foreign Service Act of 1980, as amended, and 22 U.S.C. 2669(c). Your social security number (SSN) may be used to confirm the identity and employment eligibility of the individual, pursuant to Executive Order 9397, as amended.

PURPOSE - The information solicited on this form will be used to establish your eligibility and qualifications for job vacancies at U.S. Missions.

ROUTINE USES - The information may be shared with other federal agencies to the extent relevant and necessary for that agency to make employment decisions and to a Congressional Office in response to your written request. More information on Routine Uses can be found in System of Records Notices State-31, Human Resource Records, and OPM/GOVT-5, Recruiting, Examining, and Placement Records.

DISCLOSURE - Disclosure of this information, including your social security number, is voluntary. Failure to provide the requested information may result in your application not receiving full consideration or being delayed for consideration.


BURDEN - Public reporting burden for this collection of information is estimated to average one (1) hour per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: HR/OE, SA-22, 1800 G Street, NW, Washington, DC 20006.

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Department of State (US) | <https://erajobs.state.gov/dos-era/accountcreation/registration.htm?ref=te91n1fnpt0®istrationSrc=login.ftl>



Personal Information

Account Created

Account Creation

Your Applicant Profile cannot be edited or saved until completed. You must answer the required fields prior to saving the application (Sections 2 through 13). Click NEXT after you have entered all required information.

Items marked with * are required.

Personal Information

Prefix
--- Please Select ---

* First Name Middle Name * Last Name

Suffix
--- Please Select ---

* US Citizen
 Yes No

Contact Information

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Department of State (US) | https://erajobs.state.gov/dos-era/vacancy/apply/Vacancy/hms?_ref=dezwvfrpt0&orgId=14&num=286

Eligibility Questions

PERSONAL INFORMATION

1 Does your relative work in this Embassy or Consulate?

Yes
 No

NOTE: Relative is a husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.

2 Are you able to legally work in this country?

Yes
 No

NOTE: U.S. Government does not sponsor work visas unless specified on the Vacancy Announcement.

3 If this job includes driving a U.S. Government vehicle, do you have a current and valid driver's license?

Yes
 No

CITIZENSHIP

Select all that apply and include the required documents (as stated) with the application. Additional documents may be requested by HR at the interview phase.

4 Are you a U.S. citizen listed on the travel orders or approved OF-126 (or other agency equivalent) of a direct hire FS, CS, or uniformed service member assigned (not TDY) to this U.S. Mission and under Chief of Mission authority, or to an office of the American Institute in Taiwan?

Yes
 No

Important: All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring.

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Department of State (US) | https://erajobs.state.gov/dos-era/vacancy/forms/CollectionInput.hms?_ref=zm1&gnrpt0&orgId=14&num=286

Dashboard Logout

Progress: Eligibility → Education & Experience → Series Grade Location → Vacancy Questions → Documents → Resume Information → Review and Submit → Confirmation

Consular Assistant Vacancy Closes on **February 22, 2018** 2 Days

Education

Enter all that apply. You may be asked to provide a copy of your diploma or certification at the interview phase, or if asked by HR.

Do you have any education you would like to include? Yes No

I. Education

Education Level: High School/Secondary Education

School Name:

Attended From: Month: Year:

Attended To: Month: Year: Current

Location:

Degree / Diploma / Certification:

Major Subject:

Did you Graduate? Yes No

[ADD ADDITIONAL EDUCATION \(MAX 10\)](#)

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Department of State (US) | https://erajobs.state.gov/dos-era/vacancy/formsCollectionInput.htm?_ref=zm1zgnpt0&orgId=146jnum=286

Dashboard Logout

Eligibility
 Education & Experience
 Series Grade Location
 Vacancy Questions
 Documents
 Resume Information
 Review and Submit
 Confirmation

Consular Assistant Vacancy Closes on **February 22, 2018** 2 Days

Education

Enter all that apply. You may be asked to provide a copy of your diploma or certification at the interview phase, or if asked by HR.

* Do you have any education you would like to include? Yes No

1. Education

* Education Level: High School/Secondary Education

* School Name:

* Attended From: Month: Year:

* Attended To: Month: Year: Current

* Location:

Degree / Diploma / Certification:

* Major Subject:

* Did you Graduate? Yes No

[ADD ADDITIONAL EDUCATION \(MAX 10\)](#)

Work Experience

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Jobs at the Embassy & Consu... | Seeker - Education & Experience

Department of State (US) | https://erajobs.state.gov/dos-era/vacancy/formsCollectionInput.htm?_ref=zm1zgnpt0&orgId=146jnum=286

* Supervisory Responsibilities? Yes No

* Main Duties & Responsibilities:
984 characters left (maximum 1000)

* Reason for Leaving:
998 characters left (maximum 1000)

[ADD ADDITIONAL WORK EXPERIENCE \(MAX 10\)](#)

Languages

List language proficiency and identify the level for Speaking, Reading and Writing for each. The Vacancy Announcement states whether these languages will or may be tested.

1. Language

* Language:

* Speaking:

* Reading:

* Writing:

[ADD ADDITIONAL LANGUAGE \(MAX 10\)](#)

Additional Information

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Languages

List language proficiency and identify the level for Speaking, Reading and Writing for each. The Vacancy Announcement states whether these languages will or may be tested.

1. Language

- Language: ENGLISH
- Speaking: Fluent
- Reading: Fluent
- Writing: Fluent

[ADD ADDITIONAL LANGUAGE \(MAX 10\)](#)

Additional Information

Are there any other names you have been known by? List all other names used, including nicknames.

Other Names Used

1000 characters left (maximum 1000)

[PREVIOUS](#) [SAVE](#) [NEXT](#)

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Department of State (US) | https://erajobs.state.gov/dos-era/vacancy/applicationReview.htm

Declaration

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for separation/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.

SUBMIT **CANCEL**

Japan

Dashboard

Eligibility Education & Experience

Review and Submit Confirmation

Logout

Consular Assistant Vacancy Closes on **February 22, 2018** **2** Days

Application Review and Submit

Please review your information below and note that you have attached **2 document(s)** to your application. Your application status will remain incomplete until you click **SUBMIT APPLICATION**.

SUBMIT APPLICATION

Personal Information Series/Grade/Location Eligibility Questions Education & Experience Vacancy Questions Documents Resume

Personal Information

Name: JOHN SMITH
Email: rev2@6postix.info
Vacancy Announcement: JPH-2018-13
Position Title: Consular Assistant

[Edit](#)

[Back to top](#)

10:28 6:32 AM 2/20/2018

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