

# LN Application Process

## Welcome Local National Applicants!

This site is intended to provide information for applicants who express interest in positions available at the Exchange in Germany, Italy and the United Kingdom.

---

### Apply Now to Your Country of Interest!

---



Germany



Italy



United Kingdom

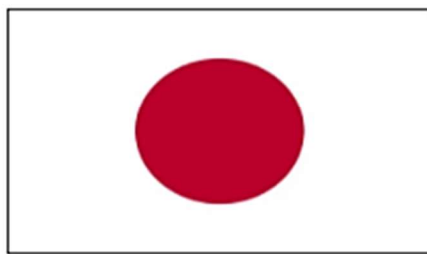
---

### Coming Soon!

---



Bosnia



Japan



Kosovo



South Korea



Turkey

# Local National Application Process

## Welcome Local National Applicants!



This site is intended to provide information for applicants who express interest in positions available at the Exchange in Germany.

---

**Apply Now**

---

[Employment Requirements](#)

[How To Apply](#)

[Application Form](#)

[Job Descriptions](#)

**HRO Locations & Contacts**

Your Human Resources Office (HRO) points of contact for job openings in Germany:

Personalbürokontakte (HRO) für Freistellen in Deutschland:

**EUCOM HRO** - POC for / Kontakt für Stuttgart, Boeblingen, Ansbach, Katterbach & Illesheim.

**Email:** [EUeucomHRO@aafes.com](mailto:EUeucomHRO@aafes.com) / Phone: 07031-4395103 / International: +49 7031-4395103

**Germersheim HRO** - POC for / Kontakt für Germersheim DC.

**Email:** [yyEUGEDCHR@aafes.com](mailto:yyEUGEDCHR@aafes.com) / Phone: 07274-9472173 / International: +49 7274-9472173

**Grafenwoehr HRO** - POC for / Kontakt für Grafenwoehr (Algiers & Netzaberg), Vilseck, Hohenfels & Garmisch.

**Email:** [EUBavariaHRO@aafes.com](mailto:EUBavariaHRO@aafes.com) / Phone: 09641-9240018 / International: +49 9641-9240018

**Gruenstadt HRO** - POC for / Kontakt für Gruenstadt DC.

**Email:** [EIAHR@aafes.com](mailto:EIAHR@aafes.com) / Phone: 06359-808123 / International: +49 6359-808123

**KMC HRO** - POC for / Kontakt für Ramstein, Landstuhl, Kaiserslautern, Sembach & Baumholder.

**Email:** [EUKMCHRO@aafes.com](mailto:EUKMCHRO@aafes.com) / Phone: 06371-4079711 & 06371-4079720 / International: +49 6371-4079711 & +49 6371-4079720

**Spangdahlem HRO** - POC for / Kontakt für Spangdahlem.

**Email:** [EUSpangdahlemHRO@aafes.com](mailto:EUSpangdahlemHRO@aafes.com) / Phone: 06565-933193 & 06565-933203 / International: +49 6565-933193 & +49 6565-933203

**Wiesbaden HRO** - POC for / Kontakt für Wiesbaden.

**Email:** [EUWiesbadenHRO@aafes.com](mailto:EUWiesbadenHRO@aafes.com) / Phone: 0611-20537114 / International: +49 611-20537-114

Eligible applicants are German Citizens (minimum age requirement: 18 years) and/or citizens of other European Union (EU) countries.

Non-EU country applicants are welcome to apply if they are in possession of a valid residence and work permit for Germany.

Eligible to apply are also dependents of members of the military or members of the civilian component - as long as they are neither American citizens nor citizens of a NATO member country - who have a valid passport in conjunction with a valid SOFA stamp.

For further information, please contact the local Human Resources Offices (HRO); see tab "HRO Locations & Contacts".

### **Beschäftigungsanforderungen LN – Deutschland**

Qualifizierte BewerberInnen sind deutsche Staatsbürger (Mindestalter: 18 Jahre) und / oder Staatsbürger anderer EU-Länder.

BewerberInnen aus Nicht-EU-Ländern können sich gerne bewerben, wenn sie im Besitz einer gültigen Aufenthalts- und Arbeitserlaubnis für Deutschland sind.

Bewerben können sich desweiteren Angehörige (dependents) von Mitgliedern des Militärs oder Mitgliedern des zivilen Gefolges - soweit sie weder die amerikanische Staatsbürgerschaft noch die Staatsbürgerschaft eines NATO-Mitgliedstaates besitzen - , die einen gültigen Reisepass in Verbindung mit einem gültigen SOFA-Stamp haben.

Für weitere Informationen wenden Sie sich bitte an die örtlichen Personalabteilungen (HRO). Siehe tab "HRO Locations & Contacts".

**INSTRUCTIONS for NEW APPLICANTS and CURRENT EMPLOYEES:**

1. Click the APPLICATION FORM tab to access the employment application.
2. Save the Application form from the link to your desktop to begin, open the Application form from your desktop, and complete each section.
3. List all previous work experiences and provide a detailed description of the duties assigned.
4. All applications should be written in **ENGLISH**.
5. Once your application is complete, **SAVE** and **SEND** as an attachment via email; click the HRO LOCATIONS & CONTACTS tab for email addresses of the individual Human Resources Offices (HRO) in Germany.
6. You may also attach a copy of your resume with your application.
7. **NEW APPLICANTS:** The SUBJECT LINE OF YOUR EMAIL should include the following: **(1) NEW APPLICANT; (2) LOCATION** and **(3) JOB TITLE(S)** of interest.  
For example NEW APPLICANT/RAMSTEIN/FOOD SERVICE WORKER/BUEFFETKRAFT (M/F/D)
8. **CURRENT EMPLOYEES:** The SUBJECT LINE OF YOUR EMAIL should include the following: **(1) CURRENT EMPLOYEE; (2) LOCATION; (3) JOB TITLE(S)** of interest and **(4) JOB VACANCY NUMBER**.  
For example CURRENT EMPLOYEE/RAMSTEIN/FOOD SERVICE WORKER/BUEFFETKRAFT (M/F/D)/H-012345-2020
9. You will be contacted if selected for an interview. Prior to your interview, you will be required to sign and date your application if you have not already done so and provide a Passport or ID Card and Diploma(s).
10. Thank you for your interest in working for the Exchange!

**ANLEITUNGEN für NEUBEWERBER(INNEN) und DERZEITIG BESCHÄFTIGTE:**

1. Klicken Sie auf den Tab APPLICATION FORM, um auf den Fragebogen für Bewerberinnen/Bewerber zuzugreifen.
2. Speichern Sie zuerst den Fragebogen vom link auf den Desktop ihres PC's, öffnen Sie den Fragebogen dann von Ihrem Desktop und füllen Sie die vorgegebenen Felder aus.
3. Listen Sie alle Ihre bisherigen Berufserfahrungen auf und geben Sie eine detaillierte Beschreibung der zugewiesenen Tätigkeiten mit Bezeichnung an.
4. Alle Bewerbungen sollten in **ENGLISCH** verfasst sein..
5. Sobald Sie ihre Bewerbung vervollständigt haben, bitte **SPEICHERN** sie diese und **SENDEN** sie als Anhang per E-Mail. Klicken Sie dafür auf den Tab HRO LOCATIONS & CONTACTS, um die E-Mail-Adressen und Standorte der einzelnen Personalbüro's (HRO) in Deutschland anzuzeigen.
6. Sie können Ihrer Bewerbung auch eine Kopie Ihres Lebenslaufs als E-Mail Anhang beifügen.
7. **NEUBEWERBER(INNEN):** Die BETREFFZEILE IHRER E-MAIL sollte folgende Informationen beinhalten: **(1) NEUE(R) BEWERBER(IN); (2) STANDORT; (3) STELLENBEZEICHNUNG(EN)** für die Interesse besteht.  
Zum Beispiel: NEUE BEWERBERIN/RAMSTEIN/FOOD SERVICE WORKER/BUEFFETKRAFT (M/W/D)
8. **DERZEITIG BESCHÄFTIGTE:** Die BETREFFZEILE IHRER E-MAIL sollte folgende Informationen beinhalten: **(1) DERZEITIGE(R) BESCHÄFTIGTE(R); (2) STANDORT; (3) STELLENBEZEICHNUNG(EN)** für die Interesse besteht und **(4) STELLENAUSSCHREIBUNGSNUMMER**  
Zum Beispiel: DERZEITIG BESCHÄFTIGTE/RAMSTEIN/FOOD SERVICE WORKER/BUEFFETKRAFT (M/W/D)/H-012345-2020
9. Sie werden kontaktiert, sobald Sie für ein Vorstellungsgespräch ausgewählt wurden. Vor Ihrem Vorstellungsgespräch müssen Sie, falls noch nicht geschehen, Ihre Bewerbung unterzeichnen und datieren, sowie einen gültigen Reisepass oder Personalausweis, als auch Ihre Zeugnisse / Diplome vorlegen.
10. Vielen Dank für Ihr Interesse, für die EXCHANGE zu arbeiten!

---

## Apply Now

---

Employment Requirements

How To Apply

Application Form

Job Descriptions

HRO Locations & Contacts

**NEW APPLICANTS** and **CURRENT LN EMPLOYEES** click here, LN EMPLOYMENT APPLICATION – GERMANY ONLY to access the application form.

### Fragebogen für Bewerberinnen/Bewerber

**NEUE(R) BEWERBER(INNEN) und AKTUELLE(R) MITARBEITER(INNEN)** - Bitte klicken Sie auf den link: LN EMPLOYMENT APPLICATION - GERMANY ONLY um zum Bewerbungsformular zu gelangen.

**Please click here to visit the Exchange Facebook pages for Germany for more information:**  
**Bitte klicken Sie auf die folgenden Exchange Facebook-Seiten für Deutschland, um mehr Informationen zu erhalten:**

<https://www.facebook.com/EUCOMExchange/>

<https://www.facebook.com/GrafenwoehrExchange/>

<https://www.facebook.com/RamsteinKMCCEXchange/>

<https://www.facebook.com/BaumholderExchange/>

<https://www.facebook.com/SpangdahlemExchange/>

<https://www.facebook.com/WiesbadenExchange/>

---

## Apply Now

---

Employment Requirements

How To Apply

Application Form

Job Descriptions

HRO Locations & Contacts

Please click on the job description below for our most common job openings:

Stellenbeschreibungen / Bitte klicken Sie unten auf die Stellenbeschreibungen der am häufigsten angebotenen Freistellen:

Food Service Worker / ServicemitarbeiterIn, Systemgastronomie (m/w/d)

Sales Clerk (Retail) / VerkäuferIn (m/w/d)

Laborer (Stocking) / HilfsarbeiterIn (m/w/d)

# Local National Application Process

## Welcome Local National Applicants!



This site is intended to provide information for applicants who express interest in positions available at the Exchange in Italy.

---

**Apply Now**

---

Employment Requirements

How To Apply

Application Form

Job Descriptions

HRO Locations & Contacts

Citizens of a European Union member state except for those applicants also holding citizenship of the United States of America.

Proof of identification required: Passport or ID Card valid to travel abroad, Codice Fiscale. All successful applicants will require a background check. Please note: pre-appointment security clearance requirements may delay the start date. Must be a minimum of 18 years of age.

### **REQUISITI PER PRESENTARE LA DOMANDA**

I candidati devono essere cittadini di uno stato membro dell'Unione Europea, ad eccezione di coloro che posseggono anche la cittadinanza statunitense. I documenti da allegare sono: passaporto o carta d'identità valida per l'espatrio e codice fiscale. I candidati selezionati saranno sottoposti a dei controlli di sicurezza. Si ricorda che questa procedura potrebbe ritardare la data di inizio dell'assunzione. L'età minima per l'ammissione al lavoro è 18 anni.

---

## Apply Now

---

[Employment Requirements](#)[How To Apply](#)[Application Form](#)[Job Descriptions](#)

### HRO Locations & Contacts

Your point of contact for job openings at the Italy Consolidated Exchange at Caserma Ederle in Vicenza, Aviano Air Base in Aviano, Camp Darby in Livorno, Italy:

**Email:** [Italyhro@aafes.com](mailto:Italyhro@aafes.com)

**Phone:** Vicenza/Livorno: 0444-714346 / International: 011-39-0444-714346

Aviano: 0434-253087 / International: 011-39-0434-253087

#### Uffici Risorse Umane e Contatti

L'indirizzo di posta elettronica per le posizioni in Italia presso la Caserma Ederle di Vicenza, la Base Aerea di Aviano, La Base di Camp Darby a Livorno, Italy:

**Telefono:** Vicenza/Livorno: 0444-714346 / Internazionale: 011-39-0444-714346

Aviano: 0434-253087 / Internazionale: 011-39-0434-253087

---

## Apply Now

---

[Employment Requirements](#)[How To Apply](#)[Application Form](#)[Job Descriptions](#)

### HRO Locations & Contacts

Citizens of a European Union member state except for those applicants also holding citizenship of the United States of America.

Proof of identification required: Passport or ID Card valid to travel abroad, Codice Fiscale. All successful applicants will require a background check. Please note: pre-appointment security clearance requirements may delay the start date. Must be a minimum of 18 years of age.

#### REQUISITI PER PRESENTARE LA DOMANDA

I candidati devono essere cittadini di uno stato membro dell'Unione Europea, ad eccezione di coloro che posseggono anche la cittadinanza statunitense. I documenti da allegare sono: passaporto o carta d'identità valida per l'espatrio e codice fiscale. I candidati selezionati saranno sottoposti a dei controlli di sicurezza. Si ricorda che questa procedura potrebbe ritardare la data di inizio dell'assunzione. L'età minima per l'ammissione al lavoro è 18 anni.

**INSTRUCTIONS for NEW EMPLOYEES:**

1. Save the Application form from the link to your desktop to begin.
2. Open the Application form from your desktop and complete each section. Once your application is complete, **SAVE** and **SEND** as an attachment to [Italyhro@aafes.com](mailto:Italyhro@aafes.com).
3. You may also attach a copy of your resume with your application.
4. **THE SUBJECT LINE OF YOUR EMAIL** should include the following: (1) NEW APPLICANT; (2) LOCATION and (3) JOB TITLE (S) of interest. (Subject: NEW APPLICANT/VICENZA/FOOD SERVICE WORKER).
5. If selected for an interview, you will be contacted. Prior to the interview, you will be required to come to the Human Resources Office to sign and date your application, provide your Passport or ID Card, Codice Fiscale, and diploma(s).
6. All applications must be in **ENGLISH**.
7. Be sure to specify if you have ever been employed with the US Army, Air Force, or Navy in Italy.
8. Thank you for your interest in working for the Exchange!

**INSTRUCTIONS for CURRENT EMPLOYEES:**

1. Click the APPLICATION FORM tab to access the employment application.
2. Complete each section of the application form. Once your application is complete, **SAVE** and **SEND** as an attachment to [Italyhro@aafes.com](mailto:Italyhro@aafes.com).
3. You may also attach a copy of your resume with your application.
4. The SUBJECT LINE OF YOUR EMAIL should include the following: (1) CURRENT EMPLOYEE; (2) LOCATION; (3) JOB TITLE of interest and (4) JOB VACANCY NUMBER. (Subject: CURRENT EMPLOYEE/VICENZA/FOOD SERVICE WORKER/28/20).
5. All applications must be in **ENGLISH**.
6. You will be contacted if selected for an interview.

**ISTRUZIONI per NUOVI CANDIDATI:**

1. Per iniziare, salva la domanda di impiego dal link al tuo desktop.
2. Apri la domanda dal tuo desktop e completa ogni sezione. Quando la domanda e' completata , SALVA e INVIA come allegato a [Italyhro@aafes.com](mailto:Italyhro@aafes.com).
3. Il Curriculum vitae puo' essere allegato alla domanda.
4. **Nella casella OGGETTO** devono essere inseriti: (1) CANDIDATO NUOVO; (2) LUOGO e (3) TITOLO DEL BANDO DI CONCORSO. (OGGETTO: NUOVO/VICENZA/FOOD SERVICE WORKER).
5. Se selezionato per il colloquio, verra' contattato. Prima del colloquio, le verra' chiesto di presentarsi presso l'ufficio delle risorse umane per firmare e datare la domanda, e per presentare passaporto o carta di identita', codice fiscale e diplomi.
6. Le domande dovranno essere compilate in **INGLESE**.
7. Indicare se ha PRECEDENTEMENTE lavorato per US Army, Air Force, Navy, AAFES in Italia.
8. La ringraziamo per il suo interesse di lavorare per l'Exchange!

**ISTRUZIONI per CANDIDATI IN FORZA:**

1. Seleziona la APPLICATION FORM per accedere alla domanda di impiego.
2. La domanda completa di tutte le informazione deve essere salvata e spedita a [Italyhro@aafes.com](mailto:Italyhro@aafes.com).
3. Il Curriculum vitae puo' essere allegato alla domanda.
4. **Nella casella OGGETTO** devono essere inseriti: (1) CANDIDATO IN FORZA; (2) LUOGO; (3) TITOLO DEL BANDO DI CONCORSO e (4) NUMERO DELL' ANNUNCIO. (OGGETTO: IN FORZA /VICENZA/ANNUNCIO #/FOOD SERVICE WORKER/28/20)
5. Le domande dovranno essere compilate in **INGLESE**.
6. Se selezionato per il colloquio, verra' contattato.



---

## Apply Now

---

Employment Requirements

How To Apply

Application Form

Job Descriptions

HRO Locations & Contacts

**New applicants** click here, LN EXTERNAL EMPLOYMENT APPLICATION – ITALY ONLY to access the application form.  
**Current LN employees** click here, LN INTERNAL EMPLOYMENT APPLICATION – ITALY ONLY to access the application form.

**Please click here to visit the Italy Consolidated Exchange Facebook page for more information.**

<https://www.facebook.com/ItalyExchange/>

### Domanda, di Impiego

Candidati esterni - per avere accesso alla domanda, selezionare il seguente link: LN EXTERNAL EMPLOYMENT APPLICATION – ITALY ONLY

Candidati interni – per avere accesso alla domanda, selezionare il seguente link: LN INTERNAL EMPLOYMENT APPLICATION – ITALY ONLY to access the application form.

### Troverete ulteriori informazioni sul sito:

<https://www.facebook.com/ItalyExchange/>

---

## Apply Now

---

Employment Requirements

How To Apply

Application Form

Job Descriptions

HRO Locations & Contacts

Please click on the job description below for our most common job openings:

Selezionare i mansionari sottostanti per le posizioni per cui solitamente cerchiamo personale:

Food Service Worker

Sales Associate (Non-Spec)

Laborer (Stocker)

# Local National Application Process

## Welcome Local National Applicants!



This site is intended to provide information for applicants who express interest in positions available at the Exchange in the United Kingdom.

---

### Apply Now

---

[Employment Requirements](#)

[How To Apply](#)

[Application Form](#)

[Job Descriptions](#)

[HRO Locations & Contacts](#)

Citizens of the U.K., Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK. Applicants will need to submit necessary documents to demonstrate that they are eligible to work in the United Kingdom. Positions may have certain restrictions to US citizens due to the SOFA agreement. For additional information contact the UK HRO team at 01842-829946.

Proof of identification in the form of a photo ID will be required, for example a Driver's license or current passport. All successful applicants will require a security clearance. Please note Pre-appointment Security Clearance requirements may delay start date.

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

---

### Apply Now

---

[Employment Requirements](#)

[How To Apply](#)

[Application Form](#)

[Job Descriptions](#)

[HRO Locations & Contacts](#)

Your point of contact for job opportunities at Royal Air Force (RAF) Lakenheath, RAF Mildenhall, RAF Croughton, RAF Alconbury, RAF Moleworth, and Menwith Hill are below:

**Email:** [ukhr@aafes.com](mailto:ukhr@aafes.com)

**Phone:** 01842-829946 (within UK) or +44-1842 829946 (outside UK)

---

## Apply Now

---

Employment Requirements

How To Apply

Application Form

Job Descriptions

HRO Locations & Contacts

### INSTRUCTIONS for NEW APPLICANTS:

1. Save the Application form from the link to your desktop to begin.
2. Open the Application form from your desktop and complete each section. Once your application is complete, **SAVE** and **SEND** as an attachment to [ukhr@aafes.com](mailto:ukhr@aafes.com).
3. You may also attach a copy of your CV/Resume with your application.
4. The **SUBJECT LINE OF YOUR EMAIL** should include the following: (1) NEW APPLICANT; (2) LOCATION; and (3) JOB TITLE (S) of interest.  
(For example NEW APPLICANT/LAKENHEATH/FOOD SERVICE WORKER)
5. You will be required to sign and date your application if you have not already done so and provide a Passport or 2 other forms of photo ID (Driver's License and Government-issued ID card) if you are hired for a position.
6. Thank you for your interest in working for the Exchange!

### INSTRUCTIONS for CURRENT EMPLOYEES:

1. Click the APPLICATION FORM tab to access the employment application.
2. Complete each section of the application form. Once your application is complete, **SAVE** and **SEND** as an attachment to [ukhr@aafes.com](mailto:ukhr@aafes.com).
3. You may also attach a copy of your resume with your application.
4. The **SUBJECT LINE OF YOUR EMAIL** should include the following: (1) CURRENT EMPLOYEE; (2) LOCATION; (3) JOB TITLE and (4) Job Vacancy Number (For example EMPLOYEE/LAKENHEATH/FOOD SERVICE WORKER/H-010326-2020).
5. You will be contacted if selected for an interview.

---

## Apply Now

---

Employment Requirements

How To Apply

Application Form

Job Descriptions

HRO Locations & Contacts

**NEW APPLICANTS** [click here](#), LN EXTERNAL EMPLOYMENT APPLICATION – UK ONLY to access the application form.

**CURRENT LN EMPLOYEES** [click here](#), LN INTERNAL EMPLOYMENT APPLICATION to access the application form.

Please [click here](#) to visit our Facebook page for more information:

[https://www.facebook.com/UnitedKingdomExchange/?ref=br\\_rs](https://www.facebook.com/UnitedKingdomExchange/?ref=br_rs)

---

## Apply Now

---

Employment Requirements

How To Apply

Application Form

Job Descriptions

HRO Locations & Contacts

Please click on the job descriptions below for our most common job openings:

Food Service Worker

Sales Associate (Non-Spec)

Laborer (Stocker)