



DEPARTMENT OF THE AIR FORCE
435TH AIRLIFT WING (USAFE)

MEMORANDUM FOR CIVILIAN PERSONNEL OFFICE, RAMSTEIN AB

FROM: Applicant

SUBJECT: Preference /Contact Information

1. Refer me only for the types of employment and work schedules that I have checked below:

- a. I am willing to work at: [ ] Ramstein [ ] Landstuhl [ ] Vogelweh [ ] Einsiedlerhof [ ] Kapaun [ ] Sembach [ ] Kaiserslautern [ ] Bann [ ] Bonn [ ] Mainz Kastel [ ] Wiesbaden [ ] Hanau [ ] Rhein Main [ ] Nuernberg [ ] Germersheim [ ] Seckenheim [ ] Other \_\_\_\_\_

b. I will accept the following types of employment/work schedules:

- [ ] Permanent Full-Time [ ] Permanent Part-Time [ ] Term Full-Time [ ] Term Part-Time [ ] Temporary Full-Time [ ] Temporary Part-Time [ ] Intermittent (On-call 0-40 hours per week) [ ] Shifts or rotating shifts [ ] Weekends and Holidays

2. My current status is, as follows:

- [ ] Family member (specify below) \_\_\_\_\_ of an active duty military member stationed in this area. (Submit copy of PCS orders) \_\_\_\_\_ of a DoD civilian recruited from the United States. (Submit copy of PCS orders) \_\_\_\_\_ of a DoD civilian hired locally. [ ] Not a family member of an active duty military member or a DoD civilian [ ] Current/former active duty military member (submit DD214) [ ] Current contractor employee \_\_\_\_\_ with full SOFA status (please provide proof) \_\_\_\_\_ no SOFA status

3. I am currently employed: [ ] No [ ] Yes, with

\_\_\_\_\_  
Title, Series, Grade (if US Federal Employee)

Current appointment is [ ] Permanent [ ] Temporary Not to Exceed (date) \_\_\_\_\_

(If currently employed, submit SF 50, NAF/AAFES equivalent personnel action)

Currently on LWOP [ ] No [ ] Yes, not to exceed (date) \_\_\_\_\_

4. Contact information is: (Mark N/A if not applicable)

Telephone No. (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

APO Mailing Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_ Sponsor's Duty Location: \_\_\_\_\_

Sponsor's Relationship: \_\_\_\_\_ Sponsor's Grade/Rank: \_\_\_\_\_

Sponsor's Duty Phone: \_\_\_\_\_ Sponsor's DEROS: \_\_\_\_\_

5. I understand if the above information changes, it is my responsibility to contact the Civilian Personnel Office. Failing to do so may result in my missing job opportunities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

PRIVACY ACT NOTICE

THIS INFORMATION IS PURSUANT TO PRIVACY LAW 93-579 (PRIVACY ACT OF 1974), DECEMBER 31, 1974, FOR INDIVIDUALS APPLYING FOR EMPLOYMENT. CHAPTER 33, TITLE 5 U.S. CODE AUTHORIZES THE CIVIL SERVICE COMMISSION TO PRESCRIBE ANY REGULATIONS NECESSARY FOR EMPLOYMENT PURPOSES. IF, HOWEVER, YOU REFUSE TO PROVIDE ALL THE INFORMATION REQUIRED, THEN IT MAY REDUCE YOUR CHANCES OF OBTAINING EMPLOYMENT.

## SELF-CERTIFICATION OF PROFICIENCY IN TYPING AND SHORTHAND

The following statement will be accepted as proof of proficiency in lieu of shorthand and/or typing test. Please check the appropriate block(s).

### **TYPING SELF-CERTIFICATION:**

I certify that I have completed a typing course in a high school, business college, Federally funded training program (MDTA, CETA, WIN, etc.), or other appropriate training course; or that I have had experience which included a significant amount of typing. (Describe this experience and identify it in the appropriate blocks on the Application for Federal Employment, (SF-171, OF 612, or personal resume) and indicate the percentage of time spent in typing.)

**I CERTIFY THAT I CAN TYPE AT LEAST \_\_\_\_\_ WORDS PER MINUTE ACCURATELY.**

### **STENO SELF-CERTIFICATION:**

I certify that I have completed typing and shorthand courses in a high school, business college, Federally funded training program (MDTA, CETA, WIN, etc.), or other appropriate training course; or that I have had experience which included a significant amount of typing and shorthand. (Describe this experience and identify it in the appropriate blocks on the Application for Federal Employment, (SF 171, OF 612, or personal resume) and indicate the percentage of time spent in typing and taking shorthand).

Experience and schools or training courses attended, dates of attendance, and other data pertinent to your typing and stenographer proficiency must be documented on your Application for Federal Employment (SF 171, OF 612, or personal resume). Failure to provide detailed information regarding experience and/or education may result in an ineligible rating

**I CERTIFY THAT I CAN TAKE SHORTHAND AT A RATE OF AT LEAST \_\_\_\_\_ WORDS PER MINUTE ACCURATELY.**

A false statement on any part of your application or on this form may be grounds for not hiring you, or for firing you after you begin work.

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date