



U.S. MISSION IN COLOMBIA
APPLICATION FOR FOREIGN EMPLOYMENT

**ATTACH
 PHOTOGRAPH
 TAKEN WITHIN
 PAST
 12 MONTHS**

1. Position applied for _____ Salary requirement _____

2. FULL NAME:

 LAST (SURNAME) MOTHER'S MAIDEN NAME FIRST NAME MIDDLE NAME

3. DATE OF BIRTH (Month, Day, Year): _____

4. PLACE OF BIRTH (City, Country): _____

5. COLOMBIAN IDENTIFICATION NUMBER: _____

6. MARITAL STATUS: Single Married Widowed Divorced Separated Remarried Common Law

7. PRESENT ADDRESS AND TELEPHONE NUMBER: _____

8. PREVIOUS ADDRESSES DURING PAST TEN YEARS:

DATES		STREET AND NUMBER	CITY (District/Province)	COUNTRY
FROM	TO			

9. FULL NAME OF SPOUSE (if wife, maiden name)

 LAST (SURNAME) FIRST MIDDLE

DATE OF BIRTH (Month, Day, Year): _____

PLACE OF BIRTH (City, Country): _____

PRESENT ADDRESS IN FULL: _____

PRESENT OCCUPATION: _____

10. CHILDREN:

NAME	DATE OF BIRTH	PRESENT ADDRESS IN FULL	OCCUPATION

11. FATHER'S NAME:

LAST (SURNAME) FIRST MIDDLE

DATE OF BIRTH (Month, Day, Year): _____

PLACE OF BIRTH (City, Country): _____

PRESENT ADDRESS IN FULL: _____

PRESENT OCCUPATION: _____

12. MOTHER'S NAME:

LAST (SURNAME) FIRST MIDDLE

DATE OF BIRTH (Month, Day, Year): _____

PLACE OF BIRTH (City, Country): _____

PRESENT ADDRESS IN FULL: _____

PRESENT OCCUPATION: _____

13. How did you learn about this position?

Ad Employee Relative Walk In Embassy Website
Other _____

14. RELATIVES (Brothers and sisters)

NAME	RELATIONSHIP	NATIONALITY	OCCUPATION	PRESENT ADDRESS IN FULL

15. Do you have any relatives (For example: spouse, parent, brother, sister, aunt, uncle or a spouse of a brother, sister, aunt or uncle, or a cousin, stepfather, stepmother) that work for the Embassy: If yes, please list name, department where he/she works and how long he/she has been employed?

16. If there is someone in the Embassy that you consider a relative but is not listed above, please explain the relationship, list the name, department where he/she works and how long he/she has been employed?

17. CURRENT CITIZENSHIP: _____

18. U.S. CITIZENSHIP: Do you have any claim to U.S. citizenship? YES _____ NO _____

19. TRAVEL: (If you have ever traveled in any other countries give the dates, duration and purpose of such travel. If travel was in the United States, supply under item 28 additional data, including type of visa, place and date of issuance, date and port of arrival in the United States, places of residence in the United States and the date and port of departure from the United States.)

SALARY (Indicate if per week, month, year, etc.):

INITIAL SALARY: _____ per _____ FINAL: _____ per _____

NAME, TITLE AND TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:

DESCRIPTION OF WORK (Describe duties, responsibilities and accomplishments):

NUMBER OF HOURS WORKED PER WEEK: _____ **NUMBER OF EMPLOYEES YOU SUPERVISED** _____

REASON FOR LEAVING: _____

C. NAME AND FULL ADDRESS OF EMPLOYER:

DATES WORKED (MONTH/DAY/YEAR): FROM _____ **TO** _____

EXACT TITLE OF POSITION: _____

SALARY (Indicate if per week, month, year, etc.):

INITIAL SALARY: _____ per _____ FINAL: _____ per _____

NAME, TITLE AND TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:

DESCRIPTION OF WORK (Describe duties, responsibilities and accomplishments):

NUMBER OF HOURS WORKED PER WEEK: _____ **NUMBER OF EMPLOYEES YOU SUPERVISED** _____

REASON FOR LEAVING: _____

D. NAME AND FULL ADDRESS OF EMPLOYER:

DATES WORKED (MONTH/DAY/YEAR): FROM _____ **TO** _____

EXACT TITLE OF POSITION: _____

SALARY (Indicate if per week, month, year, etc.):

INITIAL SALARY: _____ per _____ FINAL: _____ per _____

NAME, TITLE AND TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:

DESCRIPTION OF WORK (Describe duties, responsibilities and accomplishments):

NUMBER OF HOURS WORKED PER WEEK: _____ **NUMBER OF EMPLOYEES YOU SUPERVISED** _____

REASON FOR LEAVING: _____

24. HAVE YOU EVER WORKED FOR THE U.S. GOVERNMENT? YES _____ NO _____
HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM A POSITION? YES _____ NO _____
PLEASE EXPLAIN: _____

25. WHEN WILL YOU BE AVAILABLE TO START WORK? _____

26. COMPUTER SKILLS:

How do you rate your computer skills (please circle):

5 = Excellent; 3 = Good; 1 = Fair; 0 = None

List computer programs with which you have experience.

27. REFERENCES: List three persons not related to you by blood or marriage (do not list previous supervisors) who are qualified to supply definite information regarding your character and ability to perform job duties.

	NAME	MAILING ADDRESS	TELEPHONE NUMBER	OCCUPATION
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

28. Use this space to add any information not covered above which might affect your employment. Use extra blank pages, if necessary.

29. IF CURRENTLY EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER FOR A REFERENCE? _____

YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.

1. I understand that any information I give may be investigated and that a false statement may be grounds for not hiring me or for dismissal if I am selected.
2. I understand that, if I am provisionally selected, Embassy-required security and full medical clearances are a prerequisite to continued employment.
3. I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations, to Embassy-authorized investigators and Human Resources staff.
4. I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

Signature

Date