

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
DODDS EUROPE**

APPLICATION CHECKLIST

APPLICANT'S NAME _____ SSN: _____

VACANCY ANNOUNCEMENT NUMBER(S) _____

- ___ Complete Application (SF-171, OF-612, or Resume') with original signature and date.
APO Address and Overseas telephone numbers are required
- ___ Complete Declaration for Federal Employment (OF 306)
- ___ College Transcripts, official or student photocopy (Only if applying for positions where education can be substituted for experience)
- ___ Discharge from Active Duty (DD214) Member 4 copy, showing character of service
- ___ Geographical Availability Statement and Position Availability Checklist
- ___ Notification of Personnel Action (SF-50) showing status, LWOP, grade, series, salary
- ___ Last Annual Performance Appraisal or Supervisor's Statement (current Federal or NAF employees)
- ___ Application for 10-pt Veteran's Preference (SF-15) with VA letter dated in 1991 or later
- ___ Selective Service Registration statement with proof of registration (males only)
- ___ DoD Family Member, Sponsor's Orders or Command-Sponsorship letter, and marriage certificate
- ___ Questionnaire for Military Spouse Preference
- ___ Pre-employment Questionnaire
- ___ SOGGIORNO (ITALY ONLY)
- ___ NAF Personnel Action (i.e. AAFES, Air Force, Army NAF) showing type of employment
- ___ Background Survey Questionnaire

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Applications submitted in Government postage-paid envelopes will not receive consideration for employment. Applicants are reminded of the legal prohibition against the use of such envelopes or other Government property (i.e. Fax machines, PC's) for other than officially approved activities. (5 USC 735.205.39 USC and 18 USC)