

**EXTERNAL APPLICATION FOR LOCAL NATIONAL DIRECT HIRE (LNDH) EMPLOYMENT  
WITH THE UNITED STATES VISITING FORCE IN THE UNITED KINGDOM**

Internal candidates may apply for position changes using an AF Form 2550.

**FOR POSITIONS INVOLVING SERVING ALCOHOL/TOBACCO OR WORKING WITH CHILDREN OR YOUNG PEOPLE THE MINIMUM AGE REQUIREMENT IS 18.**

Please complete all sections carefully, provide as much detail regarding previous position duties as possible, if there is insufficient space please add a continuation sheet (place your name at the top of the sheet, and indicate which sections you are referring to). If you have a CV/Resume providing a copy with this application may assist in your qualification for the position applied for. Unfortunately we are unable to reimburse any costs associated with attending an interview.

**LIST POSITION(S) APPLYING FOR by Title/Series/Grade and Location:**

**ARE YOU WILLING AND ABLE TO WORK:**     FULL TIME     PART TIME     TEMPORARY  
(Please circle those applicable)                       ON-CALL/INTERMITTENT     POSITIONS

You may be assigned to an 'As Rostered' schedule which means varying hours of work. It may be necessary for you to work evenings/nights/weekends/shifts and US/UK Public Holidays; or you may be assigned to a regular work week Monday to Friday. You will normally be given two weeks advance notice of any changes to your schedule.

**FULL NAME: (BLOCK LETTERS)** \_\_\_\_\_

**NATIONALITY/CITIZENSHIP** \_\_\_\_\_ (See page 4 for details)

**DO YOU CURRENTLY HOLD DUAL NATIONALITY WITH THE USA?** \_\_\_\_\_

**HOW LONG HAVE YOU LIVED IN THE UK? \_\_\_\_\_ YEARS**

**HAVE YOU RESIDED CONTINUOUSLY IN THE UK FOR THE LAST 5 YEARS?**     YES     NO

**ADDRESS: (BLOCK LETTERS)** \_\_\_\_\_

**TELEPHONE/CONTACT DETAILS:**    **HOME:** \_\_\_\_\_    **MOBILE:** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**NATIONAL INSURANCE NUMBER** \_\_\_\_\_

**EDUCATION, TRAINING, SPECIAL SKILLS, LICENCES or CHILD CARE MODULES**

School/College/University/Licensing Agency/Childcare Name and Address	Certificates/Qualifications/Course completion gained. (evidence of qualifications may be required prior to employment)

*FOR OFFICIAL CIVILIAN PERSONNEL OFFICE USE ONLY (DO NOT WRITE HERE)*

**DATE APPLICATION RECEIVED:** \_\_\_\_\_ **RATING OFFICIAL:** \_\_\_\_\_

QUALIFIED AS: (POSITION TITLE AND GRADE) \_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

Employer Name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Primary Duties/Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Note: No approach will be made to your present employer before an offer of employment is made to you.

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Employer Name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Primary Duties/Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer Name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Primary Duties/Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS, IF YOU ANSWER "YES" TO ANY QUESTION PROVIDE ADDITIONAL DETAILS IN THE REMARKS SECTION OF THIS APPLICATION OR ON A SEPARATE SHEET OF PAPER.**

\*ARE YOU IN POSSESSION OF A TAX STATEMENT P45?  YES  NO

*\*(If previously employed your P45/Tax Card will be required at the start of your employment).*

HAVE YOU WITHIN THE LAST FIVE YEARS BEEN DISMISSED FROM EMPLOYMENT OR RESIGNED TO AVOID DISMISSAL?  YES  NO

DO YOU INTEND TO CONTINUE WORKING FOR ANY OTHER EMPLOYER?  YES  NO

DO YOU HAVE ANY RELATIVES EMPLOYED AT ANY US AIR FORCE INSTALLATION IN THE UK?  YES  NO

ARE THERE ANY DATES WHEN YOU WILL NOT BE AVAILABLE FOR INTERVIEW?  YES  NO

\*ARE YOU DISABLED WITHIN THE MEANING OF THE DISABILITY DISCRIMINATION ACT (DDA) 1995?  YES  NO

*\*(Part Definition of DDA: Disability may involve physical impairment such as sensory impairment, cognitive or intellectual impairment, mental disorder (also known as psychiatric or psychosocial disability), or various types of chronic disease). A full definition is available upon request to the Civilian Personnel Office [CPO]).*

DO YOU REGARD YOURSELF AS BEING DISABLED?  YES  NO

\*HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?  YES  NO

*\*(Declaration subject to the Rehabilitation of Offenders Act 1974) include full details of any convictions (other than spent convictions), including which court you attended. Also include any offence that you are now under charges for.*

*NOTE: CUSTODIAL SENTENCES OVER TWO AND A HALF YEARS IN LENGTH ARE NEVER CONSIDERED 'SPENT' CONVICTIONS. GUIDANCE IS AVAILABLE FROM THE CPO IF YOU REQUIRE ANY FURTHER INFORMATION OR HAVE ANY QUESTIONS. IF YOU ARE NOT SURE PLEASE ASK WITH REGARDS TO ANY DECLARATION YOU MAY MAKE ON YOUR APPLICATION.*

**REMARKS/CONTINUATION INFORMATION: (use this section to provide additional details on jobs higher/Further education if necessary. Please also give us detailed examples of things you have done that make you particularly suited to the job applied for).**

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**CHILD DEVELOPMENT CENTER/SCHOOL AGE/YOUTH PROGRAM APPLICANTS ONLY**

You must complete all training modules/immediate physical requirements as scheduled or employment may be terminated due to disqualification. You must also have favorable results on all security (including any Criminal Records Bureau (CRB) checks) and medical investigations (including immunizations) to continue with the employment. Updates to the security and medical investigations (Including immunizations) will be accomplished on a recurring basis.

**Have you ever been employed in the USAF Child Development Center or School Age Program?**  YES  NO

If so please give details

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**EQUAL OPPORTUNITIES STATEMENT: There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, gender reassignment, being or not being a member of a trade union or discrimination against fixed or part-time working.**

The United States Visiting Force actively promotes equality of opportunity for all. Declarations are treated confidentially and will not be used against applicants unfairly. Having a conviction does not automatically prevent employment; however, failure to declare may have a negative impact on your employment. Where it is a requirement of the position to submit an enhanced disclosure application (Criminal Records Bureau check) for working with childcare/school age/youth programs), this information will be treated in confidence. Should you be tentatively selected any information disclosed will be discussed with you. If you fail to reveal information relevant to the position which later becomes known, your conditional offer of employment may be withdrawn. All positions are 'Positions of Trust' and are subject to the Rehabilitation of Offenders Act 1974, Disability Discrimination Act 1995-2006 and any other relevant legislation in UK and therefore you will be subject to a security clearance and must disclose any criminal convictions against you (spent or unspent if applicable).

**NATIONALITY/CITIZENSHIP**

Prevention of Illegal Working Asylum and Immigration Act 2006, Immigration, asylum and National Act 2006 and Borders, Citizenship and Immigration Act 2009) Evidence of "Valid" Leave to remain will be required for Commonwealth, Non EU Nationals, New Member of EEU (A2) and Accession State worker (A8). US citizens may only be employed if ordinarily resident and only to non-appropriated fund positions.

**APPLICATION DECLARATION**

I certify that the statements made by me on this application for employment are correct to the best of my knowledge and belief. I understand that failure to disclose any relevant information or the provision of false information, incomplete statements, misrepresentation or fraud herein may lead me to be ineligible for employment or warrant subsequent termination of contract of employment after appointment. I understand the Local National Direct Hire Program (LNDH) is not affiliated with any trades unions.

**DATA PROTECTION CONSENT**

I understand that the USVF will carry out a verification process and will check all or any of the information provided on the application form and the additional information sheets. This includes references, proof of identification and right to work. Any employment tentatively offered is subject to a security clearance/background investigation conducted by the British Ministry of Defence on behalf of the United States Visiting Force.

I agree for release of information under the provisions of the Data Protection Act 1998.

I understand that an appointment, if offered, may be subject to a satisfactory pre employment medical examination.

Should I be tentatively selected for a position there will be further pre-employment documentation to be completed prior to being given an employment start date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Post this application along with any accompanying CV or continuation sheets to:

100 FSS/FSMC(LNDH)  
Unit 4925 Box 290  
Building 435

RAF Mildenhall  
Bury St Edmunds  
Suffolk IP28 8NF

Email: [100FSS.FSMC3@mildenhall.af.mil](mailto:100FSS.FSMC3@mildenhall.af.mil)