

DEPARTMENT OF NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES
OVERSEAS PROGRAM CENTER OKINAWA
KOREA SUPPORT OFFICE

Ser 00/0397

1 Jun 24

SUBJECT: INSTRUCTION FOR KN ELECTRONIC JOB APPLICATION

Please make sure to read the instructions below and fill out the job application form accurately both in English and Korean to obtain consideration for the applied position. Failure to comply with the established process and exceed the 5 GB requirement will be an automatic disqualifier.

All Job Application must be written in Korean and English, as applicable. Incomplete or Inaccurate applications are automatically disqualified. Applications containing false information, without applicant's signature and written in other than USFK application format etc., it will not be considered nor accepted for the recruitment process.

It is the applicant's responsibility to submit application packets as instructed on the announcement, any deviation will result in non-consideration to the vacancy.

Please note experience and documents must be supporting documents as required by the announcement of the position. Non verifiable supporting documents or submitted documents that are found to be false document, will cancel consideration for the position applied for and the applicant may be face further consideration suspension for future employment opportunities.

1. Vacancy Announcement & Job Application

a. KN Vacancy Announcement

- Link : [OL Korea Local National Positions \(navy.mil\)](#)

b. Job Application

- USFK form 130EK (Application for Employment): Only Mar 2023 version is accepted.

2. Application Guidance

All contents must be written in both Korean and English listed in reverse order from the most recent work history.

a. Announcement Number: ex) KN00A00

b. Position applying for; example - Recreation Aid (Lifeguard), KGS-0189-03

c. Name: Write down your name both in Korean and English.

d. E-Mail & Phone Number: Please ensure your contact information is accurate and you will be accessible should there be a need to contact you.

e. Education: List in reverse order starting from the most recent education level. Subject names for the school/major course/degree you obtained should be official names in Korean and English provided by the educational institution

f. Experience: Specify your experience in description box concisely related to your knowledge, skill, and abilities in each career with length of service for each position that is relevant to the position being applied. All Supporting documents are required for career verification once selected and may confirm with previous employers regarding employment history, job details etc. Unverified work experience may not be considered.

g. Other Training, Special Qualifications and Skills
List any licenses, skills and certifications you have with accurate acquisition date and license's number. If you have taken TOFEL or TOEIC test within 2 years from the date of submission, please write your test score, test date and test number accurately. Any information not included in the job application, will not be considered for qualification evaluation and additional documents may not be accepted after the announcement closure date.

h. Spouse or other Close Relatives employed by USFK Input the required information, if applicable.

i. Date and Applicant's Signature
Fill in the date of submission at the bottom of the last page of the job application and sign electronically or manually.

3. Supporting Document

a. Any contents of the job application have not been verified by supporting document will not be considered.

b. Combine all supporting documents as one separate PDF file and save it as 'Supporting Document Name Vacancy Number' and submit.

c. Applying for KN Vacancy Announcement after 1 June 2024, must submit the following evidence along with the job application.

(1) Career Certificate / Letter of Employment (Current USFK KN employee will submit SF 50)

(2) Military Career Certificate (If applicable)

(3) Education certificates or Licenses related to the relevant position

4. Application Submission

Submission via postal mail will no longer be accepted as of 1 June 2024.

a. E-mail address: ApplyKorea@us.navy.mil

b. The above e-mail address is only for submission of e-Applications and No response will be provided to inquiries made via this email address.

c. Application e-mail subject:

Save your file name as '(Announcement Number) Application Name' and submit.

Example: (KN00A00) Application_ Hong, Gil Dong

d. Attachment file:

Only PDF files are accepted. No more than 3 files and under 5GB are accepted, submitting more than 5 GB or more attachments will result in your disqualification and the application will not be considered.
Only allowed. JPG/JPEG/PNG formats accepted. No compressed or zip files will be accepted. **No** web links to download documents will be accepted.

e. Must submit application for each vacancy applied separately. Applying for 2 or more vacancy announcements under one submission will not be considered.

f. Deadline for application email submission:

Applications will be accepted up to the closing date stated in the vacancy announcement until 11:59 p.m. All applications will be time-stamped automatically and any application received after the date will not be accepted.

NOTE: It is recommended to use Google email due to internet network compatibility.

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