



U.S. Department of State
APPLICATION FOR EMPLOYMENT AS A
LOCALLY EMPLOYED STAFF OR FAMILY MEMBER

(This application is for positions recruited by the U.S. Mission under the
Office of Overseas Employment's Interagency Local Employment Recruitment Policy)

OMB APPROVAL NO. 1405-0189
EXPIRES: 5/31/2019
ESTIMATED BURDEN: 1 Hour

POSITION		
1. Position Title Administrative Clerk (Rover)	2. Grade LE-105-6	
3. Vacancy Announcement Number Tbilisi-2018-50	4. Date Available for Work (mm-dd-yyyy) 1.11.2018	
PERSONAL INFORMATION		
5. Last Name(s)/Surnames MKURNALI	First Name MARIANA	Middle Name
6. Other Names Used		
7. Current Address Vazha Pshavela Ave. 70B, Entrance 3, APT 53	8. Phone Numbers Day +995 599 49 09 42 Evening +995 599 49 09 42 Mobile +995 599 49 09 42	
9. E-mail Address MARI_MKURNALI@YAHOO.COM		
10. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
11. Do you have permanent U.S. Resident status (green card)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide number. <u>N/A</u>		
12a. U.S. Social Security Number (for U.S. Citizens/Permanent U.S. Residents) <u>N/A</u>		
and/or		
12b. Country Identification Number <u>01024037446</u>		
13. Are you legally eligible to work in this country? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g., work permit, residency permit).		
14. If you are applying for a position that includes driving a U.S. Government vehicle, do you have a current and valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable If yes, Class/Type of License _____		
If yes, have you operated a vehicle without incident for the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No		

15. What days are you available to work as part of a regularly scheduled work week? (Check all that apply.)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

16. Do any of your relatives or members of your household work for the United States Government? Yes No

If yes, provide the details below. If you need more space, use an additional sheet of paper. (See Instructions for Completing the DS-174 for the definition of relatives and members of household.)

Name	Relationship	Agency, Position, and Location
LEVAN INADZE	SPOUSE	US EMBASSY, FRAUD PREVENTION ASSISTANT AT CONSULAR SECTION

U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM) AND U.S. VETERANS HIRING PREFERENCE

17. Are you claiming preference in hiring under U.S. law and policy based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U.S. Veteran? See instructions for Completing the DS-174 for additional information about the USEFM and U.S. Veterans hiring preference. (Check only one.)

U.S. Citizen EFM
 U.S. Citizen EFM and also a U.S. Veteran

U.S. Veteran
 Neither a U.S. Citizen EFM, nor a U.S. Veteran

Have you invoked this preference for a prior position at this post/Mission? Yes No

If yes, which agency? _____ Date (mm-dd-yyyy) _____

If claiming eligibility for U.S. Veteran preference, you must attach a copy of your most recent DD-214, Certificate of Release or Discharge from Active Duty. If claiming conditional eligibility for U.S. Veterans preference, you must submit proof of conditional eligibility.

EDUCATION

18. Graduate School Name of School, City, State or Country	Dates Attended (mm-yyyy) From _____ To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Diploma	Major Subject
Undergraduate College/University Name of School, City, State or Country ILIAUNI UNIVERSTY, TBILISI GEORGIA	Dates Attended (mm-yyyy) From 09-2005 To 09-2009	Did you graduate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Diploma Bachelors Degree	Major Subject Social Scinces
High School/GED or Country Equivalent Name of School, City, State or Country 161 SCHOOL	Dates Attended (mm-yyyy) From 09-1993 To 05-2004	Did you graduate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If no, highest grade level completed.	
Other, e.g. Technical/Vocational School Name of School, City, State or Country	Dates Attended (mm-yyyy) From _____ To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate/Diploma	Major Subject

LANGUAGES

19. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below. You may only identify one primary/first spoken/native language.

Language Indicators

Level I Basic Knowledge

Level II Limited Knowledge

Level III Good Working Knowledge

IV Fluent

Level V Professional Translator/Interpreter

Language Level To:	Speak	Read	Write
Primary - Georgian	IV	IV	IV
English	IV	IV	IV
Russian	IV	IV	IV
	IV	IV	IV

WORK EXPERIENCE

20. Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and the reason. (Use additional pages, as needed.)

20a. WORK EXPERIENCE

20a. Job Title (If U.S. Government, include the series and grade)

Head of International Relations Division, Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia

From (mm-yyyy) 02-2017	To (mm-yyyy) Present	Salary per Year in U.S. Dollars or Local Currency 26,400	Hours per Week 54
Employer's Name and Address Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia 144 A.Tsereteli Avenue, 0159, Tbilisi, Georgia		Supervisor's Name and Contact Information Name Sofiko Belkina Phone Number +995 599223232 E-mail Address	
Were you a supervisor in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		May HR contact your supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many people did you supervise? 2			

Describe your major duties/responsibilities and accomplishments.

As a head of division my main responsibilities are to coordinate daily correspondence, draft official letters, monthly reports and work on official agreements and memorandums. On many occasions I have to perform administrative duties like organizing bilateral meetings, conferences, arranging work related travel for the employees of the Ministry.

Reason(s) for Leaving (Do not write "N/A" or "not applicable".)

The announcement has drawn my attention as it falls under my sphere of interest and the requirements for the position perfectly match my knowledge and professional experience. Working in the International Environment is one of the priorities in my list of professional interests, I am confident that my background and personality will allow me to make a positive contribution by effectively fulfilling responsibilities, making effective decisions, solving challenges and successfully executing given tasks. I highly appreciate the significance of the work of your office and the importance of achieving success and therefore look forward to discussing how my experience can contribute to your efforts.

20b. WORK EXPERIENCE

20b. Job Title (If U.S. Government, include the series and grade)

Assistant to the Civilian Representative of the Ministry of Defence of Georgia to NATO

From (mm-yyyy) 12-2012	To (mm-yyyy) 12-2016	Salary per Year in U.S. Dollars or Local Currency 36000 Euros	Hours per Week 40
Employer's Name and Address Mission of Georgia to NATO 3 leopold St, Brussels, Belgium		Supervisor's Name and Contact Information	
		Name David Nardaia	
		Phone Number +32475952469/+995577192233	
E-mail Address dnardaia@mod.gov.ge			
Were you a supervisor in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many people did you supervise? 0		May HR contact your supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Describe your major duties/responsibilities and accomplishments. In my capacity of assistant in the defence section of the Georgian Representation to NATO where I served 4 years, main duties include administrative and logistical support to high level visits of Georgian delegations to HQ; communication and work with the NATO member and partner delegations and International Staff on the issues pertaining to the NATO-Georgia defence cooperation; organization of bilateral meetings as well as intense conferences and preparing/provision of relevant papers and materials.			
Reason(s) for Leaving (Do not write "N/A" or "not applicable".) End of rotation period.			

20c. WORK EXPERIENCE

20c. Job Title (If U.S. Government, include the series and grade)

Assistant to the First Deputy Defense Minister

From (mm-yyyy) 07-2009	To (mm-yyyy) 07-2012	Salary per Year in U.S. Dollars or Local Currency 12000 GEL	Hours per Week 50
Employer's Name and Address Ministry of Defense of Georgia Gen. Kvinitadze 20, Tbilisi, Georgia		Supervisor's Name and Contact Information	
		Name Nodar Kharshiladze	
		Phone Number 57 19 91 19	
E-mail Address N/A			
Were you a supervisor in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many people did you supervise? 0		May HR contact your supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Describe your major duties/responsibilities and accomplishments. My duties as an Assistant to the Deputy Defense Minister were mostly administrative. I provided administrative and logistical support in organizing conferences (GDC - Georgian Defense Conference). I maintained and managed diaries, calendar and appointments for the Deputy Minister. One of my responsibilities was to coordinate activities between Military Attachés, ODC (Office of Defense Cooperation) and Ministry of Defense. After successfully performing my duties for 3 years I was promoted to another position. I believe this to be my biggest accomplishment at this position.			
Reason(s) for Leaving (Do not write "N/A" or "not applicable".) Promotion			

20d. WORK EXPERIENCE				
20d. Job Title (If U.S. Government, include the series and grade) Interpreter at Immediate Response (USG)				
From (mm-yyyy) 07-2008	To (mm-yyyy) 07-2008	Salary per Year in U.S. Dollars or Local Currency Daily pay - 80USD	Hours per Week 8 ⁴	
Employer's Name and Address		Supervisor's Name and Contact Information		
		Name N/A		
		Phone Number N/A		
		E-mail Address N/A		
Were you a supervisor in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many people did you supervise?		May HR contact your supervisor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Describe your major duties/responsibilities and accomplishments. My main duty was to provide interpretation for U.S. military personnel, who in the framework of the Immediate Response program conducted trainings for Georgian Armed Forces. This was the first time in my career when I interacted with military personnel from two different countries and this experience in a way shaped my future career when I decided to seek employment at the Ministry of Defense of Georgia. Apart from translation I provided logistical and organizational support when needed.				
Reason(s) for Leaving (Do not write "N/A" or "not applicable".) End of Immediate Response Training				
LICENSE, SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION				
21. List professional licenses, certifications, typing/keyboard skills, computer skills, formal and online training, and other skills and abilities you consider relevant to the position. Include the license or certification number and attach a copy if the license or certification is a requirement of the position. If licensed in the U.S., please list the state of issuance. If licensed in another country, please list the province/state/region and country of issuance. (Use additional pages, as necessary.) Managing Defence in the Wider Security Context" - NATO-Georgia Professional Development Programme (PDP) in conjunction with the UK Ministry of Defence SSIO				
22. List professional organizations, associations, awards, honors, fellowships, and publications you consider significant.				
REFERENCES				
23. List three personal references who are not relatives or former supervisors who can speak knowledgeably of your work performance.				
Name Nino Berikashvili	Address Khakhanashvili St. 6 Tbilisi, Georgia	Telephone +995 595 883 808	Occupation MFA of Georgia	
Tea Karchava	Rue de Defacqz, 75 Brussels Belgium	+32479014408	Mission of GEO to NATO	
Irakli Chitanava	Tbilisi, Georgia	595 788 833	Ministry of Justice of Georgia	
SIGNATURE AND CERTIFICATION				
24. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.				
Signature 	Date (mm-dd-yyyy) 10-04-2018			

CONTINUATION – WORK EXPERIENCE

20 _____. Job Title (*If U.S. Government, include the series and grade*)

From (mm-yyyy)	To (mm-yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
Employer's Name and Address		Supervisor's Name and Contact Information	
		Name	
		Phone Number	
E-mail Address			
Were you a supervisor in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many people did you supervise?		May HR contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe your major duties/responsibilities and accomplishments.			

Reason(s) for Leaving (*Do not write "N/A" or "not applicable".*)

CONTINUATION – WORK EXPERIENCE

20 _____. Job Title (*If U.S. Government, include the series and grade*)

From (mm-yyyy)	To (mm-yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
Employer's Name and Address		Supervisor's Name and Contact Information	
		Name	
		Phone Number	
E-mail Address			
Were you a supervisor in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many people did you supervise?		May HR contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe your major duties/responsibilities and accomplishments.			
Reason(s) for Leaving (<i>Do not write "N/A" or "not applicable".</i>)			