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	First Name	Middle Name
MKURNALI	MARIANA	

6. Other Names Used

7. Current Address	8. Phone Numbers
Vazha Pshavela Ave. 70B, Entrance 3, APT 53	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?
☐ Yes ☑ No

11. Do you have permanent U.S. Resident status (green card)?
☐ Yes ☑ No
If yes, provide number. _____

12a. U.S. Social Security Number (for U.S. Citizens/Permanent U.S. Residents) NA

and/or

12b. Country Identification Number NA

13. Are you legally eligible to work in this country?
☑ Yes ☐ 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?
☐ Yes ☐ No ☑ Not Applicable

If yes, Class/Type of License NA

If yes, have you operated a vehicle without incident for the past three years?
☐ Yes ☐ 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 SE

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? ☐ Yes ☐ No	Degree/Diploma	Major Subject
Undergraduate College/University Name of School, City, State or Country	Dates Attended *(mm-yyyy)* From 09-2005 To 05-2009	Did you graduate? ☑ Yes ☐ No	Degree/Diploma Bachelors Degree	Major Subject Social Scinces
High School/GED or Country Equivalent Name of School, City, State or Country	Dates Attended *(mm-yyyy)* From 09-1993 To 05-2004	Did you graduate? ☑ Yes ☐ 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? ☐ Yes ☐ 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

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, HR Managment and International Relations Department

From *(mm-yyyy)*	To *(mm-yyyy)*	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
02-2017	Present	26,400	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 Belkania
Phone Number +995 599 22 32 32
E-mail Address

Were you a supervisor in this position? ☑ Yes ☐ No

If yes, how many people did you supervise? 2

May HR contact your supervisor? ☑ Yes ☐ No

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 billateral 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.

I have years of experience at working on military related subjects, therefore I want to get back to the same field of work.

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

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)*	To *(mm-yyyy)*	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
12-2012	12-2016	36000 Euros	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
E-mail Address dnardaia@mod.gov.ge

Were you a supervisor in this position? ☐ Yes ☑ No
If yes, how many people did you supervise? 0

May HR contact your supervisor? ☑ Yes ☐ 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 with 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)*	To *(mm-yyyy)*	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
07-2009	07-2012	12000 GEL	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? ☐ Yes ☐ No
If yes, how many people did you supervise? _____

May HR contact your supervisor? ☑ Yes ☐ 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 Attaches, 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)*	To *(mm-yyyy)*	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
07-2008	07-2008	Daily pay - 80USD	84

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? ☐ Yes ☑ No If yes, how many people did you supervise?	May HR contact your supervisor? ☐ Yes ☑ 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 Immeadite Responce 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	Address	Telephone	Occupation
Nino Berikashvili	Khakhanashvili St. 6 Tbilisi, Georgia	595 883 808	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)

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? ☐ Yes ☐ No If yes, how many people did you supervise?	May HR contact your supervisor? ☐ Yes ☐ 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? ☐ Yes ☐ No If yes, how many people did you supervise?	May HR contact your supervisor? ☐ Yes ☐ No

Describe your major duties/responsibilities and accomplishments.

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