

**MORALE, WELFARE & RECREATION DEPARTMENT
COMMANDER, FLEET ACTIVITIES SASEBO, JAPAN**

Please read the following information prior to completing the MWR application form.

1. Please complete the application form in its entirety. If an applicant fails to furnish information required on this form sufficient to make a determination as to your suitability for employment, this application form will not be processed.
2. Only one position and one location may be listed per application.
3. Please bring with you the following documents:
 - a. A copy of Sponsor's Orders
 - b. A copy of Command Sponsorship Letter of Family Entry Approval
 - c. A copy of High School or College Diploma if applying for any Child and Youth Program Positions.
4. If submitting a resume:
 - a. Please attach your resume with the application form. On the second page of the application under "Work Experience – Description of Duties", please annotate or write "See Attached Resume".
 - b. Please complete all other information that is required on the application form that is not covered by your resume.
5. Applications/ resumes must meet all legal, regulatory, eligibility, and minimum qualification required as of the closing date of the job announcement.
6. Please submit a statement of Spouse Preference (if claiming spouse preference). Please ask for the form from the front desk Human Resources Assistant.
7. Military Active Duty Enlisted Personnel will only be considered for part-time and flexible positions IAW BUPERSINST 5300.2 during their off duty hours.
8. In accordance with DoD 1400.25-M, SC 1403.5.3.2, Warrant Officers and Officers are not authorized to work for MWR during their off duty hours.
9. Applications are good for 90 days unless extended by the applicant. The extension is for an additional 90 days. After 180 days, the applications expire and are kept in our inactive files and eventually purged.
10. All applications are subject to DoD priority lists and other priority considerations.
11. Applications/ resumes received after the closing date will not be considered.
12. Management reserves the right to fill the vacancy by methods other than merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel the vacancy announcement at any time during the recruitment process.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER