



USA Jobs FACT SHEET

How to apply for a position located in the UK

The following information is provided as a “Quick Reference Guide” for internal and external applicants interested in applying for Air Force Federal positions in the United Kingdom. Please use this fact sheet in conjunction with the USAJOBS Employment Website.

Searching and applying for Job Vacancies

1. Enter the USAJOBS employment website at: www.usajobs.gov.
2. “SIGN IN” or “CREATE AN ACCOUNT”.
3. To limit to Air Force Federal positions in the UK select “Advanced/International Search.”
4. Select “United Kingdom” from the “Location Search” box.
5. Select “AIR FORCE, DEPARTMENT OF” from the “Agency Search” box and click the “Search for Jobs” button.
6. When you find a job you wish to apply for, click on the job title for additional information. The Overview contains the basic duties of the position, minimum qualifications required, links to useful websites and how to apply.
7. If you wish to proceed with your application, go to the right of the page and press the “Apply Online” button.
8. Submit the resume of your choice for the vacancy and “Apply for this position now!”
9. You will now be redirected to the Application Manager where you will complete your biographic details, answer questions regarding your eligibility, fill out an assessment questionnaire pertaining to the position and upload relevant documents (i.e. PCS orders, transcripts, proof of prior military service.)
10. You may then submit or view your responses. Please be certain that your application is complete before pressing the “Submit My Answers” button. You may exit and reenter the questionnaire at any time until the application is submitted.

Helpful Information

-- IMPORTANT! You must scan and upload PCS orders to be considered and referred using your Military Spouse Preference. A Military Spouse Preference is granted only once per military sponsor PCS and does not guarantee employment.

-- We recommend checking the USAJobs site every 3 days to look for new postings. Also check out the site’s Info Center which has great tips and information on finding and landing the right job for you.

-- On average it takes AFPC 3 weeks, after the announcement closes, to issue a list of candidates to the supervisor. The Civilian Personnel office is not notified of who has been referred. The supervisor then has 30 days to make a selection. AFPC will then take approximately 2-3 weeks to verify eligibility and set a start date.

-- If you have questions about your qualifications for a position or why you were not referred please contact AFPC Recruitment Service Center at 1-800-525-0102 or recruitment.center@randolph.af.mil. They are open from 7:30 am – 4:30 pm U.S. central time (6 hours earlier than local time at Mildenhall). They will require your name, social security #, and vacancy identification number for the position.

--DeCA jobs are serviced through the Army on USAJOBS and are listed under “United Kingdom” in the Location Search box and “Defense, Dept of, Defense Commissary Agency” from the Agency Search box.

--NAF positions are at www.nafjobs.org.