

厚木基地空席広報 VACANCY ANNOUNCEMENT <hr/> (内部募集) INTERNAL RECRUITMENT (See Block 4)		広報番号 Announcement No.	A-14-023D
		初回選考締切り日 1 st Cut Off Date	1 May 2014
		募集締切り日 Closing Date	Open Until Filled
		発行日 Date of Issue	24 Apr 2014
1. 職種名 Job title (等級 Grade 2-7 / 語学等級 LD 1) Painter Foreman A, #2206 (塗装工フオーマン A)	募集人数 No. of Recruitment 1 名	4. 募集範囲 Area of Consideration 下記部隊／部署に所属する現 MLC/IHA 従業員 (HPT 従業員を含む) Current MLC/IHA/HPT Employees Working at the following Activity/Department Naval Facilities Engineering Command Far East, PWD Atsugi Note: First consideration will be given to suitable and qualified current permanent and trial MLC/IHA employees .	
見習い採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: N/A <input type="checkbox"/> 事務系 <input checked="" type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & fire Medical	2. 部隊 Activity Naval Facilities Engineering Command Far East PWD Atsugi, Production Division Facilities Sustainment Branch Paint Shop (PRA3102) 勤務場所 Working Place: 綾瀬市厚木基地 Ayase-Shi, Atsugi Base		
3. 勤務時間 Work Schedule (週 40 時間制 hr/wk) 勤務日 Work Days: Mon - Fri 勤務時間・休憩 Work Hours / Recess: 0745-1630 / 1145-1230 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel	5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:)		
6. 職務内容 Duties Under the supervision of Foreman B, functions as the leader of a work crew consisting of three or more painters and workers in the related trades. As an assistant to Foreman B, provide immediate supervision and provide instructions and training, and resolves work problems. Prepares surfaces and paints interior and exterior surfaces of barracks, houses, offices and other buildings, and wood and metal furniture where appearance as well as surface protection is important. Removes old paint by scraping, sanding or burning. Mixes and thins paints and matches colors. Applies prime coats and putties holes and cracks. Uses brush or spray methods to apply lacquer, glass enamel, shellac, varnish and other fine finish materials. May rig or hang scaffolding. Cleans and maintains equipment. Performs other related or incidental duties as assigned.			
7. 資格要件／身体条件 Qualification/Physical Requirements - One year of specialized work experience at 2-6 (or equivalent) level in the related field. 一年以上の 2-6 等級相当レベルにおける専門技能職務経験 - Knowledge and skills of painting work and ability to lead journeymen. 塗装工指導に必要な専門知識及び技能 - Ability to speak, read and write English at elementary proficiency level (LD-1). 英語を話し、読み、かつ書く初歩的能力 *Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of Residence Card/Alien Registration Certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application. *Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. * SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional 学歴 Educational Background : See Block #7 免許証／修了証 License/Certificate Required : See Block #7			

8.提出するもの Application and Associated Documents

- * **空席応募用紙(表・裏面)** Application for Vacancy Announcement (HROY Form 1, Front & Back)
 - * **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)
 - ***の記入は Complete * in 日本語で Japanese 英語で English どちらでも Either**
- HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.
- 各免許証・資格証明書・修了証明書のコピー** Copy of license/certificate. (資格要件欄7参照 Refer: Block 7)
 - 英語の能力を証明するものの写し** Certificate of English Proficiency (Copy)
 - 82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒(12cm x 23.5cm) <選考結果通知用>**
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <For selection Notice >
 - 日本国籍以外の方は、在留カード・外国人登録証及びパスポート/査証のコピー** For non-Japanese citizen applicants, a copy of Residence Card/Alien Registration Certificate (both front and back sides) and Passport (picture and visa stamp pages).

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
Current USFJ Employee 現従業員問合せ先 : 在日米海軍厚木基地人事部/ CNRJ HRO DSN 264-3624 / 3427 / 3425 ☎046-763-3624 / 3427 / 3425	Current USFJ Employee 現従業員提出先 : 〒252-1101 神奈川県 綾瀬市 無番地 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken 252-11101 CNRJ HRO Box 12	PDN: FEC-PRA3102-002

*履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

*応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

*提出された応募書類はお返ししません。Submitted applications will not be returned.

*初回選考締切日以降、選考決定により上記募集締切日を待たずに締切となることがあります。After 1st Cut Off Date, announcement may close before closing date above due to decision of selection.

*応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。