

MISSION GERMANY APPLICATION OVERSEAS SEASONAL HIRE PROGRAM

STUDENT'S NAME:				
		(Last)	(First)	(Middle Initial)
DOB:	(m/d/yyyy)	PLACE OF BIRTH:	(City)	(State) (Country)
☎ number where you can be reached during office hours:				
Street address in Germany:			☎ number:	
Street address in the U.S.:			☎ number:	
Sponsor's name:				Relationship:
Sponsor's agency/office:				Sponsor's office email:
Sponsor's ☎ number:				Sponsor's home email:
Sponsor's projected departure date from post		(m/d/yyyy)		
Applicants ☎ number:				
Applicants Email:				

Positions Applying for: (Please list top three):	1)	2)	3)
Dates available for work (must be at least 4 consecutive weeks between May 1 st & September 30 th)			
Education: Highest level completed: (At end of current school year) *For college graduates proof to attend graduate school is required.	<input type="checkbox"/> HS/GED <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master High School : <input type="checkbox"/> 9 th grade <input type="checkbox"/> 10 th grade <input type="checkbox"/> 11 th grade <input type="checkbox"/> 12 th grade College: <input type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd year <input type="checkbox"/> 4 th Year <input type="checkbox"/> 5 th year		
Clerical work Experience:	<input type="checkbox"/> None <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> more than 1 Year		
Computer skills: (check the applications you are familiar with)	<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint Other: _____		
Typing Skills:	Typing speed: _____ words per minute		
Language Skills (please rate your ability)	English: Reading: ___ Speaking ___ German: Reading: ___ Speaking: ___ E=Excellent V=Very Good G= Good F=Fair P= Poor N= Not Applicable		

Prior work experience: Professional and/or volunteer work, include dates	
Have you ever had a security clearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what level?	<input type="checkbox"/> Sensitive But Unclassified <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Don't know
When was it granted or revalidated?	/ (m/yyyy)
Where was it granted or revalidated?	
Do you currently have a valid yellow badge?	<input type="checkbox"/> Yes <input type="checkbox"/> No

For Students under 18:

I, _____ (last , first name) Hereby give my child permission to participate in the Berlin Student Summer Hire Program.

Signature of parent/guardian: _____ Date: _____ (mm/dd/yy) **For**

Students over 18:

Should you wish your parents or guardians to have access to your Personally Identifiable Information (such as salary, earnings and leave statements, or employment recommendations) sign below.

Signature of OSHP Applicant: _____ Date: _____ (mm/dd/yy) **The above**

information is correct and is provided by the following person:

Print name: _____ Date: _____ (mm/dd/yyyy)

Please also complete the following forms and submit with this application to: Employment-Germany@state.gov

- Current Year W-4 Tax form
- State Tax form
- Direct Deposit form (must also include one of the following):
 - o Online bank statement with account and routing number
 - o Official bank letter with account and routing number
 - o Voided check with account and routing number
 - o Personal deposit slip with account and routing number
- e-QIP Initiation form