

NABSD Application Guide

It's recommended to open the following tabs to complete an application.

Tab one: Job application

<https://www.usnabsd.com/about/careers/application-for-federal-employment-of-612/>

Tab two: Job announcement (Click the position title you are applying for)


<https://www.usnabsd.com/about/careers/>

Vacancy Announcements

Our Naval Academy Business Services Division Employment page will be updated weekly. Check frequently for updates to become part of our team!

* Internal NABSD Vacancy – Open to current NABSD employees only

** Internal USNA Vacancy – Open to current USNA Federal employees only.

ANNOUNCEMENT NUMBER	POSITION	OPENING DATE	CLOSING DATE (NOON)	STATUS
24-054a	 Catering Account Executive (FT)	09 Aug, 2024	22 Aug, 2024	OPEN
24-062	Cook (Chef's Assistant) (FT)	20 Aug, 2024	03 Sep, 2024	OPEN

Page One of Application

Job Title in Announcement: Located under position details in the vacancy announcement.

POSITION DETAILS
Cook (Chef's Assistant) – NA-7404-05
Full Time (35-40 hours weekly, Benefited)
\$21.54/hour

Grade(s) Applying: Located under position details in the vacancy announcement.

POSITION DETAILS
Cook (Chef's Assistant) – **NA-7404-05**
Full Time (35-40 hours weekly, Benefited)
\$21.54/hour

Announcement Number: Located at the top of the vacancy announcement.

Naval Academy Business Services Division
Job Announcement Number: 24-062
Vacancy Open: August 20, 2024 – September 3, 2024
Area of Consideration: All Qualified Candidates
Security Level: Tier 1 – Non-Sensitive

Last Name:

First and Middle Names:

Address:

Daytime phone:

Evening phone:

Email:

Please upload your resume, cover letter and references.

Work Experience

Job Title:

Form: Month and Year

To: Month and Year

Salary

Per: Hour/Day/Annually

Hours week:

Employer's Name:

Employer's Address:

Supervisor's Name:

Supervisor's Phone Number:

May we Contact you're your supervisor:

Describe your current duties, accomplishments and related skills:

Can add more work experience by clicking the add button. *Recommend to add work experience for the past 10 to 15 years.*



Page Two of Application

Last High School (HS) / GED School Name:

Last High School (HS) / GED School Address (if known):

Year diploma or GED received:

Select Highest Level Completed:

Colleges and Universities Attended:

Other Education Completed:

Licenses and Certificates: These should be relevant to the job being applied for.

For example: Driver's License, Cosmetology License, Microsoft Certification, Accounting Certification

Other Qualifications: These should be relevant to the job being applied for.

Page Three of Application

Are you eligible to work in the US?

Do you claim veterans' preference?

If yes, 5 or 10 points

Do you claim spousal preference?

Were you ever a Federal civilian employee?

If yes, Series – Grade – From – To

Are you eligible for reinstatement based on career or career-conditional Federal status?

Upload SF-50

Are you eligible under the ICTAP?

Page Four of Application

Are you willing to work nights?

Are you willing and able to work weekends and holidays?

Do you have a valid work permit?

If yes, upload a copy of your work permit

Have you ever held a federal position before?

If yes, please detail your position, location and reason for leaving the position

Have you ever worked for a Non-Appropriated Fund (NAF) Facility before?

If yes, detail your position, location, and reason for leaving the NAF position

Were you terminated for cause from a previous NAF position?

If yes, please Explain

Why did you leave your last place of employment?

Are you a military dependent?

Are you related to anyone currently employed at the Naval Academy?

If yes, please list name(s), department(s), and relationship(s)

How did you hear about the position you're applying for?

Page Five of Application

Knowledge, Skills and Abilities (KSA) Descriptions

KSAs are located on the vacancy announcement

KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

****Responses must be included on the KSA portion of the online application****

1. Incumbent must possess a minimum 6 months experience in kitchen operations.
2. Incumbent must have knowledge of food service equipment and proper storage techniques like "FIFO".
3. Must possess the ability to follow procedures and standardized recipes.
4. Short order, line, or banquet cook experience preferred.

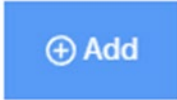
KSA Title: Statement listed next to number (1, 2, 3, 4, 5)

Response: Provide a detailed response to each statement. Your responses will be scored accordingly.

KSA Title: 1. Incumbent must possess a minimum 6 months experience in kitchen operations.

Response: 1. I have 1 year of experience working in the kitchen at Applebee's as a line cook. I have 6 months experience working at Waffle House as a short order cook.

You will need to add additional KSAs (2 to 4 depending on the vacancy)



Page Six of Application

Reference #1 (Professional)

Contact Name

Contact Phone

Contact Email

Reference #2 (Professional)

Contact Name

Contact Phone

Contact Email

Reference #3 (Professional or Personal)

Contact Name

Contact Phone

Contact Email

Date of Application