

NABSD Application Guide

It's recommended to complete the application on a computer and 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:

Phone Number:

Email:

Work Experience

Job Title:

Federal Position: Yes or no

If yes, provide series and grade

Form: Month/Day/ Year

To: Month/Day/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 that applies to the position for which you are applying, as well as additional experience over the past 10 to 15 years.*



Page Two of Application

Education

Select Highest Level Completed:

Last High School (HS) / GED School Name:

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

Year diploma or GED received:

Colleges and Universities Attended

Name:

City:

State:

Zip:

Major(s):

Degree:

Year started:

Year Completed:

If degree in progress, total credits completed:

Can add more College and Universities Attended by clicking the 'add' button

Other Professional Education or Training Completed

Provide Title and Year of education/training courses:

Licenses or Certificates

These should be relevant to the job for which you are applying.

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

License or certificate name:

Date of latest license or certificate:

State of licensing agency:

Page Three of Application

Supplemental Information

Are you eligible to work in the US?

If no, country of citizenship

Do you claim veterans' preference?

If yes, select 5 or 10 points

Do you claim spousal preference?

Are you a military dependent?

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

If yes, provide their name(s), job title(s), and relationship to you

Are you eligible under the ICTAP?

Have you ever been a Federal Civilian Employee or Non-Appropriated Fund (NAF) employee?

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

Were you terminated for cause from a Federal Position?

If yes, please explain

Why did you leave your last place of employment?

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

If referral, word of mouth, or other please list

Knowledge, Skills and Abilities (KSA)

Please provide your responses to each KSA listed on the vacancy announcement. If you do not have the KSAs, please open our Careers website in a NEW window to review the announcement.

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

KSA Title

Provide Job title, year(s), and related duties from your work history that support the KSA

If more than 3 KSAs click the 'add' button to add additional KSA titles and responses

Example:

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, or 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. In each position I prepped food, and kept my work station clean.

Other Qualifications Related to this Vacancy

Describe skills, computer programs, tools, awards, languages, leadership activities, professional memberships, etc related to this vacancy

Page Four of Application

Applicant References

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

Documents to Supplement Your Application

**DO NOT upload Forms of Identification (Driver's License, etc.) or Personal Photos. If you are not able to load everything now, please send an email to : nabsdjobs@usna.edu*

Please upload your supplemental documents

Applicant Certification

Signature

Date of application