



**APPLICATION FOR
EMPLOYMENT AS A
LOCALLY EMPLOYED
STAFF OR FAMILY
MEMBER**

OMB APPROVAL NO. 1405-0189

EXPIRES 05/31/2019

ESTIMATED BURDEN. 1 Hour

POSITION

Vacancy Announcement Number

2018-18

Position Title

Visa Assistant (NIV)

SECTION 1: PERSONAL INFORMATION TO BE COMPLETED BY ALL APPLICANTS

First Name

Meri

Last Name

Melkonyan

Other Names Used

Address

0012 Yerevan, Armenia, 21/1 Papazyan Str., Apt. 20

Email

meri.melkonyan@gmail.com

Telephone Number

+374 91-51-05-05

Does your relative work in this Embassy or Consulate? If yes, tell us their and the section where they work.

No

Yes ☒

Are you able to legally work in this country?

No ☐

(U.S. Government does not sponsor work visas unless specified on the Vacancy Announcement.)

SECTION 2: EDUCATION

	Dates Attended (mM-YYYY) From: _____ To: _____	Did you graduate? (Yes/No)	Certificate/Diploma	Major Subject
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High School/Secondary Education (Name, City)	School 83 From: 09-1986 To: 05-1996	Yes	Certificate	General Subjects
trade/Technical (Name, City)				
Undergraduate/Bachelor's Degree (Name, City)	Bachelor's Degree in Biochemistry Yerevan State University, Faculty of Biology, Yerevan From: 09-1996 To: 06-2000	Yes	Diploma with Honors	Biochemistry
Graduate Degree (Name, City)	Master's Degree in Biochemistry, Yerevan State University, Faculty of Biology, Yerevan From: 09-2000 To: 06-2002	Yes	Diploma	Biochemistry

SECTION 3: LANGUAGES

Languages

1. Basic - Examples: Basic greetings, phrases, numbers and signs.
2. Limited - Examples: Directions. simple questions.
3. Good working knowledge - Examples: Conversations about familiar topics, complex documents.
4. Fluent - Example: Infer nuanced meaning from complex documents.
5. Translator - Examples: Certified professional translator in this language.

Language	Speaking (Provide Level)	Reading (Provide Level)	Writing (Provide Level)
Armenian	Level 4 (Fluent)	Level 4 (Fluent)	Level 4 (Fluent)
English	Level 4 (Fluent)	Level 4 (Fluent)	Level 4 (Fluent)
Russian	Level 4 (Fluent)	Level 4 (Fluent)	Level 4 (Fluent)
German; Italian	Level 2 (Limited)	Level 2 (Limited)	Level 2 (Limited)

SECTION 4: WORK EXPERIENCE

Paid and Voluntary - Please begin by listing your most current work experience and go back 10 years (or longer, if relevant for the job.)

Job Title

Technical Data Entry Supervisor

Full Time ☒

Part Time ☐

From (mm-YYYY)	To (MM-YYYY)	Yearly Salary (Local Currency)
11-2005	Present	5,124,000 Net

Employer Name, Address and Phone Number

ERSAM LLC DBA AGRAN ARMENIA, which is an affiliate OF AGRAN, INC., Head office in Clovis,

California, US (www.agrian.com); 2 Arshakunyats Ave, #501, 0023 Yerevan, Armenia; 37460623254

Supervisory Responsibilities

Supervisor Name

Shant Badalyan

Yes ☒

No ☐

Main Duties and Responsibilities

Supervise a team of 4 Technical Data Entry Indexers. Review the work they did in the system, find discrepancies, push the work back for error correction or approve it. Responsible for discipline. Report to the Director of Indexing.

Reason for leaving

Want to start something new.

Job Title

Assistant to the First Deputy Minister of Nature Protection

From (MM-YYYY)

To (MM-YYYY)

Yearly Salary
(Local Currency)

Full Time ☒

11-2002

09-2004

324,000 Net

Part Time ☐

Employer Name, Address and Phone Number

Ministry of Nature Protection of RA; Government building 3, Republic Square, 0010, Yerevan, Armenia;
(374-11) 818-505

Supervisor Name

Supervisory Responsibilities

Simon Papyan

Yes ☐

No ☒

Main Duties and Responsibilities

Answer calls, organize meetings, routine paperwork

Reasons for Leaving

Low Salary; Wanted to switch to something new

Job Title

Full Time ☐

Part Time ☐

From (MM-YYYY)

to (MM-YYYY)

Yearly Salary
(Local Currency)

Employer Name, Address and Phone Number

Supervisor Name

Supervisory Responsibilities

Yes ☐No ☐

Main Duties and Responsibilities

Reasons for Leaving

Job Title

Full Time ☐Part Time ☐From (MM-
YYYY)

To (MM-YYYY)

Yearly Salary
(Local
Currency)

Employer Name, Address and Phone Number

Supervisor Name

Supervisory Responsibilities

Yes ☐No ☐

Main Duties and Responsibilities

Reason for Leaving

SECTION 5: CITIZENSHIP

Are you a U.S. citizen listed on the travel orders or approved OF-126 (or other agency equivalent) of a direct hire FS, CS or uniformed service member assigned (not TDY) to this U.S. Mission and under Chief of Mission authority, or to an office of the American Institute in Taiwan?

☐ Yes☐ No

If no, proceed to Section 6.

If yes, select all that apply:

☐ I am a member of the Foreign Service Family Reserve Corps (FSFRC), (SF-50 required)☐ I am a preference eligible U.S. Veteran. I have not invoked my preference at this Post. (DD214 required)☐ I am a preference eligible U.S. Veteran. I have invoked my preference at this Post. I have worked in (enter Agency/job)

Agency/Job

☐ I am Foreign Service on Leave Without Pay (LWOP)☐ I am Civil Service on LWOP with Bureau-specific reemployment rights.

SECTION 6: DECLARATION

I Agree ☒

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for separation/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.

Please upload any supporting documents in a single ZIP file (not more than 50 MB) [Download File](#)

PRIVACY AND PAPERWORK REDUCTION ACT STATEMENTS (For U.S. Citizens and Legal Permanent Residents of the U.S.)

AUTHORITIES: The information is sought pursuant to The Foreign Service Act of 1980, as amended, and 22 U.S.C. 2669(c). Your social security number (SSN) maybe used to confirm the identity and employment eligibility of the individual, pursuant to Executive Order 9397, as amended.

PURPOSE: The information solicited on this form will be used to establish your eligibility and qualifications for job vacancies at U.S. Missions.

ROUTINE USES: The information may be shared with other federal agencies to the extent relevant and necessary for that agency to make employment decisions and to a Congressional Office in response to your written request. More information on Routine Uses can be found in System of Records Notices State-31, Human Resource Records, and OPM/GOVT-5, Recruiting, Examining and Placement Records.

DISCLOSURE: Disclosure of this information, including your social security number, is voluntary. Failure to provide the requested information may result in your application not receiving full consideration or being delayed for consideration.

BURDEN: Public reporting burden for this collection of information is estimated to average one (1) hour per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: HR/OE, SA-22, 1800 G Street, NW, Washington, DC 20006.

EQUAL OPPORTUNITY EMPLOYER

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.

The EEO compliant procedure is not available to individuals who believe they have been denied equal opportunity

based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.