



# **EMPLOYMENT APPLICATION CHECKLIST**

- Have you carefully read the vacancy announcement, paying particular attention to qualification/eligibility requirements?
- Do you meet all qualification/eligibility requirements on the Vacancy Announcement?

Note: Only eligible/qualified candidates are considered.

- Have you addressed each qualification/eligibility requirement on your application form (DS-174), with specific and comprehensive information/document supporting each requirement?
- Under the ‘Work Experience’ portion of the DS-174, have you specified the position title and the start and end dates (month/day/year) of each previous/current job? Have you described major duties, responsibilities and accomplishments of each job?
- Submit your application by the closing date on the vacancy announcement, to the Human Resources Office, P.O. Box 817, Yaounde, Cameroon OR via Email at [ydeapplicants@state.gov](mailto:ydeapplicants@state.gov) ( make sure indicate the title of the position on the “subject” line, and attach “WORD” or “PDF” files only).

❖ The U.S. Embassy Yaounde can only accept applications for current vacancies; unsolicited applications are not accepted. If you wish to be considered for multiple vacancies, you must apply for each separately.

*For additional information related to job applications, please contact the Human Resources Office of the U.S. Embassy in Yaounde.*

*Tel: 2222-01500 Ext: 4236 or 4006  
Email: [ydeapplicants@state.gov](mailto:ydeapplicants@state.gov)*