

SAMPLE APPLICATION FOR OMBUDSMEN

Persons interested in serving the command as the Ombudsman should apply in writing requesting consideration for the position.

1. A formal application such as Optional Form 612 may be used.
2. A brief one-page resume relating skills and experiences to the responsibilities of the position may be submitted. The following format is helpful in preparing a resume.

NAME

ADDRESS

TELEPHONE NUMBER

OBJECTIVE - IMMEDIATE To become ombudsman

LONG-RANGE To become employed in a helping field

EDUCATION - School attended

Subjects studies

Any degrees received

OTHER TRAINING - Kind, length, year of workshops, seminars, or training attended

EMPLOYMENT HISTORY - Position, company, responsibilities

EXPERIENCE - Relevant volunteer work or life experiences (including those as CG spouse).

Include duties, achievements, skills acquired

HONORS/MEMBERSHIPS - Any awards received, memberships in organizations, offices held

REFERENCES - People who know you well or past employers who would be able to write of you character and/or work performance

3. A letter may be submitted explaining why the person wants the job