

REFERRAL AND SELECTION LIST FOR MLC/MC/IHA VACANCIES

1. POSITION TO BE FILLED (Job Title, Job No., Grade and Organization)

Administrative Specialist, #10, BWT 1-5, JESO, CPMD, G-1, USARJ

2. ANNOUNCEMENT NO.

MLC(Z)04A-001

3. AREA OF CONSIDERATION

Current MLC/IHA Employees

4. ANNOUNCEMENT PERIOD

1 Jun 04 - 16 Jun 04

5. TO THE SELECTING OFFICIAL:

Please review all applications attached on this list and conduct interviews as necessary. **Please refrain from making any offers or commitments to applicants.** The undersigned recruitment & placement representative will make all offers and required arrangement for bringing the selected personnel on board. Please complete Block 9 through 13 below and return this form and all applications to the undersigned not later than 30 Jun 04.

NAME	PHONE NUMBER	REMARKS (Current Position Information, etc.)
EBINA Taro	263-5555	Clerk, 1-3
SAGAMIHARA Hanako	263-6666	Secretary, 1-4
YOKOHAMA Ichiro	263-7777	Telephone Operator, 1-3
ZAMA Sachiko	263-8888	Administrative Specialist, 1-4

*THE LIST MAY BE CONTINUED ON BLOCK 5a ON REVERSE SIDE.

6. PREPARED BY: (Typed Name, Title and Signature of R&P Representative)

Employment/Staffing Technician

7. PHONE NUMBER

263-9999

8. DATE

16 Jun 04

9. TO THE R&P REPRESENTATIVE:

- a. I have selected _____
- b. I have selected EBINA Taro as a trainee with promotion potential. Starting grade: BWT 1-4
- c. I was not able to make selection. Please take further recruitment process and furnish more candidates.

10. REASONS FOR SELECTION/NON-SELECTION. (Please use separate sheets of paper if necessary.)

Based on the interview/testing, his work experience eager to learn new things, good command of English. Promotion potential to BWT 1-5 after 6 months training period.

11. TYPED NAME AND SIGNATURE OF SELECTING OFFICIAL

R. J. Black, Chief, JESO, CPMD, G-1, USARJ

12. PHONE NUMBER

263-0000

13. DATE

9 Jul 04

FOR R&P USE ONLY

COMMITMENT	ENTRANCE ON DUTY DATE	REMARKS