

MOLESWORTH COMMUNITY

A GUIDE TO ON & OFF BASE EMPLOYMENT IN THE UK FOR U.S. COMMAND SPONSORED FAMILY MEMBERS





RAF ALCONBURY AIRMAN AND FAMILY READINESS CENTER (A&FRC)

Location: Bldg. 671, RAF Alconbury

Hours: Monday-Friday 0900-1600, closed 1200-1300

Telephone: 01480843557 (From within the U.K.) +44-1480843557 (From the U.S.) DSN 268-3557

Welcome to RAF Alconbury & RAF Molesworth! The Airman and Family Readiness Center is here to make the search for employment at an overseas base as smooth as possible for you! The A&FRC assists military spouses, civilian spouses, and family members with obtaining and maintaining employment. One of our goals is to assist each client with our most current resources available and to ensure the services offered are professional and informative.

SERVICES PROVIDED THROUGH THE A&FRC LOCAL EMPLOYMENT PROGRAM INCLUDE:

- Information about employment opportunities and procedures for both on-base and off-base locations.
- One-on-one career consultations and educational workshops providing information such as career development and assessment, networking, interviewing skills, resume writing and federal employment.
- Employment information and resources for transitioning members.
- Resource Center with information on jobs, careers, spouses in the work force, interviewing skills, resume writing and federal employment.
- Access to computer lab for job searching, resume writing, and career enhancement resources.

ON BASE EMPLOYMENT OPPORTUNITIES

AAFES (BX, Shopette, Subway, Concessions in the Mini-Mall) http://www.aafes.com/about-exchange/exchange-careers/

Location: Administrative Offices Bldg. 584, RAF Alconbury (BX)

Telephone: 01480843264 (From the UK) 011441480843264 (From the US) DSN 268-3264

Eligibility: Anyone 16 years old and up, shoppette requires employees to be 18.

DEFENSE COMMISSARY AGENCY (DeCA)

Appropriated fund jobs such as Sales Store Cashiers, Store Workers, and Support Clerks (computer room). Some positions for DECA are also listed on <u>www.usajobs.gov</u>

Location: Commissary Bldg. 648, RAF Alconbury

Telephone: 01480843919 DSN 268-3919

Eligibility: Dependents of Command Sponsored Members Retirees

FEDERAL EMPLOYMENT AND CIVIL SERVICE POSITIONS

All Federal positions in the community are listed on USAJobs. For more information, please visit: <u>www.usajobs.gov</u>

For the RAF Mildenhall (local) civilian personnel office call DSN 238-3540 or 01638-543540.

HUMAN RESOURCES PROGRAM OFFICE (HRO) – 423d Force Support Squadron

Non-Appropriated Fund jobs in services facilities, e.g., Bowling Center, Lodging, Youth Services, Child Development Center, NYPD, The Stukeley Inn, Community Center, etc.

Location: Bldg. 671, RAF Alconbury

Telephone: 01480-843065 (Inside the UK) +441480843065 (From the US) DSN 268-3065 www.nafjobs.org

To be eligible for US NAF employment with the 423d Force Support Squadron, you must meet the following criteria:

• Must be:

- A citizen of the US or a citizen of any other NATO* contracting party other than UK **, connected with US federal government, assigned to the vicinity of RAF Alconbury:
- Active duty military member
- Federal civilian employee
- Dependents of active duty military members or civilian employees (spouse, unmarried dependent children, including stepchildren, adopted children, and foster children not more than 23 years of age residing with a member of the U.S. Armed Forces or

a U.S. citizen civilian employee of a U.S. Government Agency, including NAF activities whose duty station is in a foreign area)

- Must not be "Ordinary Resident", and possess a US passport
- A person is not considered ordinary resident if they have resided in the UK for 366 days or less
- Time spent in the UK as a member of the US Visiting Force or as a US Government employee or as a dependent of either is not counted toward becoming ordinarily resident
- Time spent in the UK as an employee (or dependent of an employee) of a US agency serving with and supporting the US Visiting Force, i.e. Red Cross, one of the contract universities, a military banking facility or federal credit union, or by a US Government contractor as a "technical representative" is not counted toward becoming an ordinary resident

* NATO Countries:

| Albania | Czech Rep | Greece | Lithuania | Portugal | Turkey |
|----------|-----------|---------|-------------|----------|----------------|
| Belgium | Denmark | Hungary | Luxembourg | Romania | United Kingdom |
| Bulgaria | Estonia | Iceland | Netherlands | Slovakia | United States |
| Canada | France | Italy | Norway | Slovenia | |
| Croatia | Germany | Latvia | Poland | Spain | |

** United Kingdom –eligible if you are dual US/UK national and traveling on US passport (if selected for a position, this will affect your UK citizenship and component entitlements).

DEPARTMENT OF DEFENSE SCHOOLS (DODDS) – Alconbury Elementary School (K-5) and Alconbury Middle High School (6-12).

Open continuous positions are posted on <u>www.usajobs.gov</u> and instructions on how to apply are located at <u>http://www.dodea.edu/Europe/offices/hr/</u>. Open continuous positions include: substitute teachers, educational aids, and administrative positions.

Once your application is processed and completed through the USA Jobs, a review of your resume and supporting documentation will be completed. Your application information will be stored. As vacancies occur throughout the year for positions that you applied, a referral list will be issued to the hiring official. If you are selected for an interview, the selecting official or a designee will contact you. If you are selected for the position, you will be contacted by a Human Resources Specialist to extend you a "tentative" job offer. If you accept the "tentative" job offer, you will be required to complete the electronic background investigation; local agency background check, and inprocessing paperwork.

Note: Employment in these positions is subject to successful completion of a background security investigation and favorable adjudication. If you have any questions or require any assistance, please contact DoDDS-Europe, Human Resources Office at: 0611-380-7937.

For information on full-time teaching positions, visit: http://www.dodea.edu/Offices/HR/employment/teacher.cfm

COMMUNITY BANK - http://careers.dodcommunitybank.com/index.php

RAF Alconbury and RAF Molesworth (apply at Bldg. 582, RAF Alconbury) 01480-843160/3632

KEESLER FEDERAL CREDIT UNION – Bldg. 582, RAF Alconbury– 01480-823861 <u>https://www.kfcu.org/about-us/careers-at-kfcu</u>

BRITISH STAFF OFFICE Local National Direct Hire Program

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Location: Bldg. 516, RAF Alconbury

- Telephone: 01480-843658 (From the UK) 01144-1480-843658 (From the US) DSN 268-3658
- Eligibility: Non-British NATO Country spouses with SSN Non-British NATO Country spouses without SSN

EDUCATION CENTER – employs representatives for University of Maryland, Central Texas College, etc. Also have opportunities for test proctors.

Location: Bldg. 678, RAF Alconbury

Telephone: 01480-843306 DSN 268-3306

CONTRACT POSITIONS

Contract tasks are identified, validated and submitted to the Contracting Flight by the requiring activities. When a requirement is validated and funds are made available, a Statement of Work is created and the position is advertised. Individuals may submit a proposal/bid to the Contracting Flight for consideration. Special attention must be given to the qualification requirements, required performance, contract terms and other conditions. Proposals/bids are evaluated in accordance with the solicitation and the award of the contract is made by the Contracting Officer (considering best value) to the low, responsible bidder.

If you would like information on current contracts being advertised please contact the 423d ABG Contracting Flight at 268-3122 or commercial 01480-843122 or go to <u>www.fbo.gov</u>.

• To view announcements: In the Keyword / Solicitation # box enter "Alconbury"

You can also visit <u>www.fsb.org.uk</u>

Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Register at <u>www.sam.gov</u>

A DUNS number, provided by Dun & Bradstreet (D&B), is required for registration in System for Award Management (SAM). To obtain a DUNS number, go to: <u>www.dnb.com</u> (US Citizens) or <u>www.dnb.co.uk</u> (UK Citizens).

CIVILIAN CONTRACTING FIRMS AT RAF MOLESWORTH

<u>L-3 Communications (Titan Group)</u> –<u>http://www.I-3com.com/careers/us-divisions-with-international-assignments-search</u> (click on Careers>Job Search>US Divisions with International Assignments Search; look under USAFE A&AS Jobs for UK, GE and Bosnia) Some positions may include: Intelligence Analyst, Counter Terrorism Intelligence Analysts, Senior Engineers, Senior System Analysts, Senior Military Analysts, Senior Intel Systems Analysts, Combat Services Support Analyst, Interoperability Analyst, Training Specialist, System and Database Administrators, plus many more.

<u>General Dynamics</u> (GDIT) – <u>http://www.gdcareers.com/gdchq_jobs/main.cfm</u> (click on relevant category on right hand side of screen under General Dynamics Openings). Positions mainly fall under hardware applications, service and administrative.

<u>Computer Sciences Corporation</u> – <u>http://www.csc.com/careersus/flxwd/16005-careers</u> (global job postings can be found here). A global leader in providing technology enabled business solutions and services.

MITRE – <u>www.mitre.org</u> The MITRE Corporation is a not-for-profit company that operates multiple federally funded research and development centers (FFRDCs). We provide innovative, practical solutions for some of our nation's most critical challenges in defense and intelligence, aviation, civil systems, homeland security, the judiciary, and healthcare.

<u>Northrop Grumman</u> – <u>http://www.northropgrumman.com/careers/JobSearch/Pages/default.aspx</u> - Our vision is to be the most trusted provider of systems and technologies that ensure the security and freedom of our nation and its allies. As the technology leader, we will define the future of defense—from undersea to outer space, and in cyberspace.

Mission Essential- <u>http://www.missionessential.com/work-for-us.aspx</u> - As a proven partner to the Intelligence Community, Mission Essential helps customers protect and defend their national security interests against terrorism, contingencies and crisis, cyber-threats, and other hazards to global security.

<u>SAIC</u> – (Science Applications International Corporation) - <u>http://www.saic.com/about/careers/</u> - dedicated to the delivery of quality scientific and technical products and services contributing to the security and well-being of our communities throughout the world.

<u>Booz Allen Hamilton</u> - <u>http://careers.boozallen.com/</u> - Our approach to management and technology consulting combines deep domain expertise in defense, intelligence, and civilian government with strong capabilities in strategy, and organization, analytics, technology and operations.

JOINT ANALYSIS CENTER (JAC) EMPLOYMENT

The JAC employs US civilians mostly in the intelligence and computer fields, occasionally administrative support positions are also available. Visit <u>www.usajobs.gov</u> to see available positions.

Eligibility: American Citizens

NAVY CIVIL SERVICE JOBS

There are some local-hire civil service jobs available through the Department of the Navy. Most of these jobs are in London and its environs. Depending on where you live you may consider them. The current listings and employment process can be found at the website: http://www.secnav.navy.mil/donhr/Pages/Default.aspx

Eligibility: American Citizens

SERCO – The contracting company has roots that go back to 1929, becoming Serco Limited in 1987 and in 1988 was listed on the London Stock Exchange. Now, Serco is a FTSE top 250 company managing over 500 contracts worldwide. Employing over 50,000 people, they operate

internationally across four geographies: UK & Europe, North America, Asia Pacific and the Middle East and across five sectors: Defence, Justice & Immigration, Transport, Health and Citizen Services.

https://www.serco.com/careers

VOLUNTEERING- this is an excellent way to gain additional experience and to "get your foot in the door" for potential job opportunities. See the Volunteer Program Manager in the Airman and Family Readiness Center for assistance in finding the best match for your skills. In some cases the costs of child care during volunteer hours may be covered.

OFF-BASE EMPLOYMENT OPPORTUNITIES

As part of the Status of Forces Agreement (SOFA) **command sponsored** family members (military or civilian) with a visiting forces dependent visa and no employment restrictions on their passport are able to work on the British Economy without a work permit. You must apply for a National Insurance Number when hired for work.

If you are **not command sponsored**, you may receive componency status, which allows you to purchase gas on base and shop at the BX and Commissary by working a certain number of hours per week for AAFES, HRO, or DeCA. Contact these agencies to get more information on componency. If you choose to work off base you will not have entitlement to the base, and you will have to obtain a work permit and work visa.

There are many options for finding jobs and information about businesses off base. Resources may include the following:

- Career Centres
- Job Centres
- Online Job Listings
- Yellow Pages and Newspaper Classifieds
- Staffing Agencies

TEACHING PROFESSION

Teaching is a profession that requires advance certification. If you want to teach in a British school, the procedures are more complicated. In order for US-trained teachers to be able to teach in maintained British schools (off base) they will need to obtain Qualified Teacher Status (QTS). For more information regarding teaching in off base schools, contact:

Teacher Training Agency Tel: 0800 389 2500 http://www.education.gov.uk/get-into-teaching

VISION FOR EDUCATION

Vision For Education is one of the fastest growing Teacher Recruitment Agencies in the UK. All of their branches are staffed by experienced professionals, providing both a local and personal service to schools and teachers.

Why register with Vision For Education?

- Best rates of pay in your area
- Maximize your opportunities for work
- In addition, we have dedicated teams to specifically help you if you are a Newly Qualified Teacher (NQT), Final Year Student or an Overseas Teacher seeking work in the UK

For more information, please call 01733 371371 or visit their website at <u>www.visionforeducation.co.uk</u>

NURSING PROFESSION

Many of our US-earned degrees and qualifications are not automatically recognized in the UK. One primary example is nursing. To work in a full nursing capacity in England, you must register and be accredited by the NMC – United Kingdom Nursing and Midwifery Council. Our BSN (Bachelor of Science in Nursing) seems to be the only certification being granted reciprocity. For Associate Degree Nursing (ADN) the accreditation process has proved less than successful. If you are interested in having your nursing qualifications evaluated, request an application package for "Foreign Trained Nurses" by contacting:

NMC (Nursing & Midwifery Council) 23 Portland Place London W1B 1PZ Tel: 02073-339333 http://www.nmc-uk.org

Once you are qualified, you can work for a Nursing Agency, Hospital, or Private Home.

Prestige Nursing

Prestige Nursing will work with US educated and trained nurses provided they are registered with the NMC (Nursing & Midwifery Council) and also the RCN (Royal College of Nursing). Candidates will also need to furnish email addresses to obtain references for previous employment. Prestige offers a wide choice of both temporary and permanent positions. If you value flexibility and variety in your work life then consider the wide range of temporary nursing and care jobs that Prestige Nursing has to offer. After passing rigorous recruitment checks and updating your training if necessary, you will become a member of Prestige Nursing. They will work with you to find work when you want it, where you want it. Visit their temporary jobs page to find out more. If you're looking for a more permanent move as the next step in your career, then consider working with Prestige Nursing + Care to find your next job? You do not have to be registered with them and you can choose from a wide variety of jobs from some of the leading employers in the health and care sector. Visit their permanent jobs page to find out more.

For more information, contact the Peterborough office at 01603 666643 or e-mail <u>peterborough@prestige-nursing.co.uk</u> or visit <u>https://www.prestige-nursing.co.uk/</u>.

Careers Centres:

National Career Services offers advice, guidance, and information on career issues to people of all ages and from all backgrounds. Of particular help to Americans is the guidance they offer in translating work and educational experiences into language that's most easily understood by potential British employers. You can visit their website at: https://nationalcareersservice.direct.gov.uk/

Job Centres

Jobcentres are government run employment offices. Jobs are posted in the center and are changed frequently. If you find a job that interests you, you can print the receipt of the job on computer stations located in the Jobcentre. Follow the how to apply instructions. You can also search jobs on the Jobcentre website by visiting https://www.gov.uk/jobsearch.

You can also find out about self-employment opportunities through the Jobcentre Enterprise Clubs. Enterprise Clubs are one of the services that Jobcentre Plus' offer to help you get to work. Each Enterprise Club will offer different services which may include the opportunity to:

- meet people who are self-employed, who can tell you about their experiences
- meet people that want to become self-employed to share your ideas and skills and encourage each other to work through your business ideas
- get information and advice about setting up a business
- get financial, legal and market advice

Enterprise Clubs are run by local organizations, which could include employers, business organizations, Chambers of Commerce, voluntary organizations and community groups.

If you're interested in Enterprise Clubs a Jobcentre Plus adviser can explain how an Enterprise Club could help you if you're thinking about becoming self-employed, give you more information about Enterprise Clubs in your area and explain what will happen when you start.

The **Job Centres** nearest to Alconbury and Molesworth are: Huntingdon Kettering 2 Hartford Road Derbyshire House Huntingdon, CAMBS PE29 3PB Lower Street, Kettering Tel: 0845 6043719 Northamptonshire NN16 8BG Tel: 0345 6043719 Peterborough Clifton House Ely 84 Broadway 52 Market Street Peterborough, CAMBS PE1 1QZ Ely, CAMBS CB7 4LS

Online Job Listings and Company Information

Tel: 0845 6060234

The following are but a few of the Internet sites that may be helpful for local resources:

- 1. <u>http://www.fish4.co.uk/jobs/</u> Listing of thousands of jobs similar to monster.com.
- 2. <u>http://www.reed.co.uk</u> Job finder by career field, salary and location. Also offers general job listings, company profiles, & salary calculators by geographic region.

Tel: 01353 605400

- 3. <u>http://www.prospects.ac.uk/</u> Guide to graduate careers & postgraduate study in the UK.
- 4. <u>https://www.gov.uk/jobsearch</u> Listings of jobs and guide to employment in the UK.
- 5. http://www.totaljobs.com/ Lots of UK jobs. Submit CV.
- 6. <u>http://www.mtselect.co.uk/</u> Recruitment Site for Motor Trade.
- 7. <u>http://www.btplc.com/Careercentre/</u> British Telecom (BT) Recruitment.
- 8. http://careers.microsoft.com/careers/en/gb/home.aspx Microsoft UK
- 9. http://www.therecruitbusiness.com/ Engineering, Telecom & IT.
- 10. http://www.cambridgeshire.gov.uk/jobs/ Cambridgeshire jobs.
- 11. http://www.monster.co.uk/
- 12. http://www.jobsite.co.uk/
- 13. http://www.topjobs.co.uk/UK/

Yellow Pages and Newspaper Classifieds

The Yellow Pages of telephone books for the various surrounding communities remain as one of the best and most frequently overlooked resources for finding names and locations of businesses and organizations as potential employers. The various National and Local newspapers have regularly scheduled recruitment advertisements. Copies of these may be purchased at any of the nearby stores or news agents.

Staffing Agencies

There are numerous Employment Agencies listed in the Yellow Pages of the telephone book offering assistance in finding temporary and permanent employment in areas such as accountancy, technical and computing, labour and industrial, sales, secretarial and office administration. A full listing of recruitment agencies can be found at: http://www.agencycentral.co.uk/ or http://www.agencycentral.co.uk/ or http://www.reed.co.uk/recruiterdirectory/agencies. Some agencies which are familiar with the Status of Forces Agreement which allows spouses of

American and DOD civilian employees to work on the economy here are:

Interaction Recruitment St Johns House 84A High Street Huntingdon, CAMBS PE29 3DA Tel: 01480 433474 http://www.interactionrecruitment.co.uk/locati ons/huntingdon

Point Professional Rec LTD 102 High Street Huntingdon, CAMBS PE29 3LB Industrial, secretarial staff & Laboratory staff Tel: 01480 431888 http://www.pointrecruitment.co.uk First Choice Recruitment 90 High Street Huntingdon, CAMBS PE29 3DP Tel: 01480 459141 hunts@1stchoicerec.com

Recruiting People 89 High Street Huntingdon, CAMBS PE29 3DP Tel: 01480 357577

Interaction Recruitment 1 City Road Cambridge CAMBS CB1 1 DP Tel: 01223 314988 www.irweb.co.uk

OTHER GOOD-TO-KNOW INFORMATION ABOUT WORKING ON THE BRITISH ECONOMY

National Insurance Number

Any individual, regardless of nationality, must enroll in the National Insurance Program (the British equivalent of Social Security) if they (1) are 16 years of age or older; (2) earn at least the lower earnings limit and (3) work as an "employed earner" in Great Britain, a term embracing most employees.

The NI number is used as a reference number for your UK tax and national insurance.

There is a misconception that you need a NI number in order to look for work. The opposite is true. You do not need a NI number unless you've found work.

Steps to Getting a National Insurance Number

You will need to telephone the National Insurance Number application Line at Tel 0800 141 2075 to arrange to get one. Lines are open 8.00 am to 6.00 pm Monday to Friday and are normally less busy before 9.00 am. Visit <u>https://www.gov.uk/apply-national-insurance-number#4</u> for more information.

Tax Information For Those Working On the British Economy

British Taxes: If you work in the UK, you will have to pay income tax. This tax is collected by the government department known as the Inland Revenue. Tax is paid based on your income during

the tax year, which starts on April 6th and ends on April 5th the following year. Tax Helpline: 0845 3000627.

For more information go to the HM Revenue: http://www.hmrc.gov.uk/rates/it.htm

Additional and more specific questions concerning British income tax may be directed to the base legal office (01480-823535) or one of the Inland Revenue Offices.

U.S. Taxes: Your income earned on the British economy is considered "foreign earned income." Please visit <u>http://www.irs.gov/Individuals/International-Taxpayers/Taxpayers-Living-Abroad</u> for more information on filing taxes in the U.S.

**When PCSing back to the States, here are some helpful hints concerning previous employment on the economy:

Obtain a P-45 from your employer. Go to <u>www.hmrc.gov.uk</u>. Go to individual Forms and under Leaving the UK section, print out P-85. Find out where your employer's tax office is located and send the P-85 and the P-45 forms. It takes 6-8 weeks to get a refund. Refunds are either directly deposited into your sterling account or a sterling check may be mailed to your forwarding address. For questions: Call HM Revenue and Customs 0845 070 0040. Please note that money paid into National Insurance remains in the UK. It will not be refunded or transferred to you. For information, go to <u>www.dwp.gov.uk</u> look up SA33 (Social Security Agreement between the US and UK) or call 0191 225 4833.

A FINAL NOTE

As you go about your job search on the British economy be aware of some of the possible British ideas about Americans in their workplace. Remember to stay positive and focus on the strengths you will bring to your potential new employer!

Pros:

- Americans are natural salespeople.
- They have the reputation for wanting to work and being reliable.
- They are familiar with computers and information technology.
- They will add "International Flavor" to the business.

Challenges:

- Americans may need a work permit (spouses and family members of military and DoD civilians on orders come under the SOFA agreement and will not need a work permit)
- They may not be staying very long.
- They may not understand differences in education, etc. (but we can learn!)