



Candidate Checklist

Provided for your information and tracking purposes. Please be aware that failure to complete requirements on time can result in delay of your resume writing, job search, and deployment after receipt of offer of employment.

Do Not Terminate your current employment until you have received a deployment confirmation.

The following documents need to be returned to your employment representative **immediately:**

- Copy of Current Resume
- Copy of photo page of BLUE Commercial/Tourist Passport, or if you do not have a passport please notify your employment representative.
- Copy of Stateside Driver's License (front and back)
- Copy of DD214 (if prior military)
- Signed and completed KEU Application of Employment
- Signed Background Investigation Form
- Signed Client Assessment Form
- Proof of current Government Security Clearance (i.e. JPAS, ERB, or JAVICS) report.
- Proof of Certification, License, Degree, or Diploma.

Within the **48 hours** of receipt.

- You must respond to Employment Representative regarding your "draft" resume.

Complete within **72 hours** of receiving information

- Process Security Clearance if you have received the Clearance Packet (complete SF-86 stop at question 29 and notify Employment Representative. If you have a current clearance, you will still need to return signature pages to our security administrator in order for Exelis to be your sponsor.

Please provide **one of the following** to your Employment Representative as proof of citizenship (original or certified copy):

- ✓ A US birth certificate is the primary and preferred means of citizenship verification
- ✓ Certificate of Naturalization
- ✓ Certificate of Citizenship issued by the Department of Homeland Security, US Citizenship and Immigration Services or its predecessor organization
- ✓ FS 240, Report of Birth Abroad of a Citizen of the United States of America
- ✓ US Passport, current or expired
- ✓ Form –SE-035 - Representative will complete the Form SE-035 – signature validation that the original or certified copy was reviewed