

Federal Job Application Forms Kit

This kit is designed to help you create your personal supply of forms to use to prepare your federal job application.

1 Today the well-known "Application for Federal Employment" SF-171 form is only one choice of a federal job application. You may submit an OF-612, a federal-style resume, or you can stick with the SF-171. And, all of these options are in this forms kit.

2 Plus this kit includes special forms available only from FRS. Our modified OF-612 offers you more space and three continuation formats make it easy to add information to the OF-612. Other FRS-designed forms in this kit include an expanded SF-171 Page 2, SF-171 continuation options, Supplemental Statements, Selective Service Certification and Vacancy Tracking Log.

3 We take you question by question through the OF-612, share our federal-style resume and supplemental statement tips, as well as provide a resume sample and an assembly check list. We've also included two performance appraisal forms, OPM Form 1170/17 and the official OF-306 "Declaration for Federal Employment."

4 All you need to do is photocopy a supply of the forms that you plan to use. Do use a good quality copier to ensure clear copies. All kit forms are printed in black to provide better masters for photocopying. Keep the kit and use it for photocopying again when your forms inventory runs low.

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Web: <http://www.fedjobs.com>

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Introduction	Page 1 summarizes the most recent (January 1995) changes to the job application process resulting from the National Performance Review.
Question-by-Question through the OF-612	Pages 2 through 6 step you through the OF-612 question-by-question, with tips for your responses. We've left most of the remaining pages unnumbered so that you can photocopy and use the forms.
Official OF-612	OPM's instructions for the OF-612, "Optional Application for Federal Employment," are re-printed, followed by the two-page form.
Expanded OF-612	An alternate three-page OF-612, designed by FRS, provides more space for your work experience, education and other qualification such as training, awards, special skills, etc.
Work Experience Continuations for OF-612	Work experience continuation forms created by FRS for the OF-612 can be used for your previous employment history. There are two options: one job per page and two jobs per page.
General Purpose Continuation for OF-612	The FRS general purpose continuation form provides additional space for you to give more details regarding any questions on the OF-612.
Federal-Style Resume and OPM OF-510	Pages 16 through 21 focus on the federal-style resume. You'll find a tip sheet from FRS, the Office of Personnel Management instructions (Flyer OF-510), and an FRS-prepared sample federal-style resume.
Official SF-171	The four-page SF-171 "Application for Federal Employment" is re-printed in its entirety with official instructions.
Alternate SF-171 Page 2	Federal Research Service created a substitute page 2 for the SF-171. This provides a full page to describe your current work experience.
Work Experience Continuations for SF-171	You'll find two options to describe your previous employment. One gives you a full page for one job; the other allows two jobs on the
Supplemental Statement	<p>The Supplemental Statement is the most important attachment you will prepare for your application. How-to tips are provided on page 30, followed by two optional forms for you to photocopy and use.</p> <p>Two forms are included – a general purpose appraisal and a supervisory skills/abilities appraisal form. The general purpose form should be used only when you have no other performance document available. The second appraisal, Form 300, is recommended if you are applying for supervisory positions. Ask your current or recent supervisor to evaluate your performance on the form you choose. Photocopy a supply of the completed appraisal and submit on with each application.</p> <p>Note – There is no performance appraisal form for government-wide use; therefore, each agency designs its own. It's best to contact the recruiting office to determine if a special appraisal is required.</p>
Performance Appraisal	
OPM Form 1170/17	This four-page form should accompany your application if you are relying on education as a substitute for work experience. In addition, some occupations require specific college course work regardless of the candidate's work experience. If you are applying for such occupations, use this form to show that you meet the course work requirements.
Official OF-306	The two-page OF-306 "Declaration for Federal Employment" is not intended to be attached to your initial application. The hiring agency will tell you when you need to submit this form.
Selective Service	If you are a male born after December 31, 1959, you will need to certify your Selective Service registration status prior to being hired.
Assembly Check List	Before you submit your application, run through this checklist to make sure that your application package is in order.
Vacancy Tracking Log	Use this form to keep track of your application status.

Introduction

Finally, in 1995, the government began to allow job hunters to submit job applications in any written format that they choose. This ended the 27-year tyranny of the SF-171, the Standard Application for Federal Employment that all job seekers previously were required to complete. Today the SF-171 application form is only one of several formats available to the federal job hunter.

This change was intended to put more flexibility into the hands of the job candidate, although by mid-1996 some Defense agencies began to test scannable resumes and forms which to eliminate the applicant's new-found flexibility know today as the Resumix application format. An additional goal was to simplify the application itself by acquiring applicant information through a two-step process:

- first, the specific job-related qualifications, and
- later, the more general suitability information about the job finalists.

To facilitate this two-stage application process, the government developed two new forms:

- The OF-612 Optional Application for Federal Employment, which presents and applicant's job-related qualifications, and
- The OF-306 Declaration for Federal Employment, which collects information on an applicant's background, such as violations of law, federal debt delinquency, federal employment of relatives and so on.

Before you can be appointed to a federal job, you must complete the OF-306 declaration. The point at which you do this is determined by the hiring agency. For jobs involving national security, agencies are likely to require it fairly early in the candidate evaluation process. For other, less sensitive positions, this will come later.

The OF-612 is, by name, an optional form and cannot be required. Applicants may choose to use it, or may substitute the SF-171 or may even apply by means of a resume. If you choose the resume option, we encourage you to think of this as a "federal-style re-

sume." This is because the government requires information that is not generally found on private sector resumes or addressed in resume advice books. The Office of Personnel Management explains these special federal-style resumes requirements in flyer OF-510, "Applying for a Federal Job," which we've reprinted in this booklet for your reference.

There is one more critical element in the job application process: the vacancy announcement. This is the document the hiring agency uses to describe the job and spell out the information that job applicants must provide. With the flexible application procedures, the vacancy announcement has taken on even greater importance than in the past.* On the OF-612, OPM specifically alerts job hunters to this point. "If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job."

Without doubt, the application requirement most commonly stipulated on the vacancy announcement is the need to address the specific KSAs (Knowledges, Skills and Abilities) needed for the job. To help job applicants in presenting their KSA qualification, we have included in this booklet the unique Supplemental Statement forms designed by Federal Research Service for use in responding to KSAs.*

For every job opening that interests you, it is of utmost importance to determine exactly what to include in your application package. You can do this by carefully reviewing the vacancy announcement for that position. Typically, the application requirements will include:

- Your choice of basic form: the OF-612, a federal-style resume of the SF-171;
- A supplemental statement that addresses the specific job factors, or KSAs;
- A copy of your last performance appraisal;
- A copy of your most recent SF-50 personnel action form (if you are claiming "status");
- OPM Form 1170/17 or a copy of your college transcripts (if you are qualifying based on education

*Because of the importance of these topics, Federal Research Service has published three books entitled *Using Today's Reinvented Vacancy Announcement*, *The KSA Workbook*, and *The KSA Sampler*. See inside back cover

Question-by-Question Through the OF-612

Many people find it helpful to create a master OF-612 which they later modify to respond to specific job openings. To do this, you should complete the application leaving questions 1,2,3 and 18 blank. Then make good-quality photocopies of your master application for your use in preparing specific job applications. Of course, you must complete the questions you left blank before you submit your OF-612 to an agency.

To help you prepare your OF-612, let's step question-by-question through the "Optional Application for Federal Employment."

1. Job title in announcement

Leave this question blank when you create your master OF-612. Later, when you complete a photocopy for actual use, you **must** respond to this question. If you leave it blank, the recipient will not know what job you are applying for. If the agency has to guess, you may not be considered for the job you really want.

2. Grade(s) applying for

You may also leave this blank on your master form so that you can enter the grade of each position for which you apply. Sometimes positions are advertised at several grade levels. If you only want to be considered at selected levels, indicate your desired grades. If you are willing to be considered at all advertised levels, show the grades at which the position has been advertised. Be aware that some agencies ask in the vacancy announcement that you submit a separate application for each grade. Usually you will enter the complete position identifier shown on the announcement, which normally includes the pay schedule followed by occupational series and then grade(s). For example:

GS-201-11/12 [for a General Schedule
Human Resources Specialist
to be hired at Grade 11 or 12]

3. Announcement number

For most vacancies, this is a **critical** item of information. This is the primary way the majority of agencies determine the job for which you wish

to be considered. If you omit the announcement number, it is highly likely that you will not be considered for the vacancy you selected.

A few agencies use job location rather than announcement number to identify vacancies. When this is the case, enter the word "Location:" in the announcement number blank followed by the appropriate city and state of the position.

4. Last, first and middle names

Enter your last name first. You can type it in capital letters to make it stand out.

5. Social Security Number

Your correct Social Security number is important. Some agencies use automated systems that file applications by this number.

6. Mailing address

A current mailing address with zip code is important because most of your communications with an agency will be by mail. If you don't have a permanent address, consider renting a post office box or private mail box.

7. Phone numbers (include area code)

Provide both a daytime and an evening phone number so that an interested agency can contact you quickly. If it is difficult to reach you by phone during the day, consider using an answering machine or an answering service. You can also take this approach if you are concerned about receiving employment-related calls at your current place of employment.

8. Work Experience

For years Federal Research Service has been telling job hunters that this is the **HEART** of your federal job application. Now, with the advent of the OF-612, the description of your employment experience begins on the first page of your application.

Unless you qualify based on education alone, your rating or application consideration will de-

pend on your descriptions of previous jobs. You must show that you have the needed experience, skills and know-how to do the job for which you are applying.

Most successful federal job hunters devote a great deal of time and effort to this section of the federal job application. Before you begin, it will save you some time to define the specific experience descriptions you will need to prepare.

Consider the following:

- No longer do you have to provide details on every job you held over the past ten years.
- Job-relevancy is the key now. For the greatest success, you need to present every position you held that is pertinent to the kind of jobs you are applying for today.
- You may still want to include (but only briefly) some positions that are not directly applicable to today's efforts. For example, consider if an unrelated position may be of value in showing a continuity of employment or general progress in your career.
- Consider using a separate block for each relevant position you held, even if it was with the same employer. This is one way to emphasize your applicable skills as well as show career growth with one employer.
- Volunteer work can be used if it meets the job-relevancy test. The same goes for military service.

Experienced federal job hunters usually use the full-page job description option designed by FRS and included in this publication. This allows more space to fully describe each experience.

The following is helpful in responding to the fill-in-the-blanks portion for each job experience.

Numerical Identification

Assemble your job descriptions in your OF-612 in **reverse** chronological order—most recent to oldest. Use numbers to identify them starting with 1) for your current or most recent job. The job description numbers 1) or 1) and 2) are pre-printed on page 1 of the alternate versions of the OF-612. Space is left on the FRS-designed work experience continuation sheets for you to insert the appropriate number.

Job Title (if federal, include series/grade)

Enter the **exact** title of the position you are

describing. If you are combining different positions with the same employer, enter the **last** job title you held. And, of course, include series and grade if the position was a federal one.

From (MM/YY) and to (MM/YY)

Enter the dates (month and year) you began and stopped working in this particular position. If you worked in more than one position for this employer and are preparing a separate description for **each** position, the "From" and "To" dates should reflect the dates you held the **position**. If you only held one position with this employer, or are combining all of the positions you held with this employer in your description of work, then enter the dates of your employment with that **employer**.

Salary per

If you are describing a federal job you held, enter your **ending** government grade. Some people like to show the step of their grade.

If you are **not** describing a federal job, it's best to express your earnings on an annual basis. Remember, the government tends to think of salaries in terms of yearly wages. For example: \$42,000 per year.

Hours per week

Estimate the average number of hours you worked in a typical work week in this job. If the number of hours is less than 40 per week, you may receive pro-rata credit for this experience because the government considers full-time work as 40 hours per week.

Employer's name and address

Make sure you give the employer's **current** address. This information may be needed to request a reference. If the organization no longer exists, enter your former employer's name plus the city and state where you worked. For a street address, indicate "no longer in business."

Supervisor's name and phone number

Indicate your **last** immediate supervisor or the person who supervised you the **longest** in the position you are describing. If you are combining several positions with one employer, it's best to use the last or most current supervisor.

Be sure to include the area code and phone

If you cannot locate your former supervisor's current daytime phone, indicate your former employing organization's current phone number. If you don't know it, call the telephone information operator and get it. IF the company has gone out of business, enter "out of business."

If you cannot provide your former supervisor's current phone number and the company no longer exists, try to identify someone who could at least verify what type of work you did in this position. Provide the person's name, relationship to you, and current daytime phone number. You can do this at the end of the job description.

For example:

Note: This company is now out of business and I am unaware of the location of my former supervisor. Ms. Mary Flack, a former co-worker, is familiar with my duties and can be reach at (800)555-1234.

Describe your duties and accomplishments

This is the **HEART** of each experience description. You must show in your work experience description that you have the needed experience, skills and know-how to do the job at hand.

Experienced federal applicants usually devote a full-page description to their most current work experience and to any other work experience which is directly related to the jobs they are applying for. You need to be specific and use examples. Clarity is most important here and limiting your descriptions to one page per job meets OPM's request to keep your application brief.

Experience that is not related to your current employment interests does not need to be included. However, you may choose to include recent jobs if they help you show continuity of employment or specific career progress. If you do this, FRS recommends that you be exceptionally brief and use the condensed format that allows two job to a page.

If you are uncertain how to describe your experience, you may wish to read our 16-page booklet from the *Federal Job Winner's tips Series* titled "How to Prepare Your Application." It contains in-depth advice on how to best prepare experience description, Ordering information is on the inside back cover of this forms kit.

9. May we contact your current supervisor?

Decide whether you are willing to have an interested agency contact your current employer for a reference without giving you advance notice. A "no" answer will not jeopardize you from consideration for the job. Agencies understand that this could create a touchy situation for you in your present job.

On the other hand, if an agency later asks you for permission, seriously consider granting it at that time. Your refusal could jeopardize a job offer. Remember, if the agency specifically asks for permission, you probably have a reasonably good possibility of getting the job offer.

10. Education – Mark highest level completed.

While this blank is self-explanatory, we'd like to make the point that education level is one place that some people believe they can "fudge" on. Our advice: Don't do it; it could cost you the job. Remember that you must certify that the information you provide is true, correct, complete and made in good faith. Check the box that most closely describes your highest completed education level.

11. Last high school or GED school

Enter the name, city, state, zip code (if know) of the **last** high school you attended or state where you obtained your GED equivalency. Remember to add the year your diploma or GED certificate was received.

12. Colleges and universities attended.

It is important that you provide complete information, especially regarding credit hours. Even if you did not receive a degree, you may still be given credit for your college work.

In general, one year of undergraduate college work is considered equivalent to nine months of work experience. One year of graduate school may substitute for one year of work experience. For many government jobs, education may be substituted for some experience requirements.

If you have more than three colleges to record, you'll want to use the FRS-designed version of the OF-612. It allows sufficient space to list almost twice as many colleges. And, if you need even more space, you can always use the

all purpose continuation sheet FRS created for this forms kit.

If you have **not yet** graduated but **expect** to within the next **nine** months, enter the month and year you expect to receive your degree.

13. Other Qualifications

This is the second most important section of your federal application and it is certainly not the place to be modest. Because you may have much to say here, FRS has designed a modified OF-612 that continues this section on a customized page 3. You'll find this special FRS-designed version immediately following the two-page OF-612 form.

Consider this section as a sample of your organizational and writing skills. It's your opportunity to add any information that will improve your chances of getting the job.

On the other hand, avoid the temptation to throw in the kitchen sink. Instead, plan what you're going to present here. Pick the information that will work the hardest of you during the evaluation. Re-reading the vacancy announcement for the job may give you good clues.

The key to determining what to include is the phrase "job-related." Each and every piece of information needs to be on target for the job that's to be filled. Because you can include so many kinds of information, it's important to organize this section well and make it inviting to read. FRS strongly suggests the use of subheads to guide a reviewer through the information. For example:

Training Courses
Language Skills
Computer/Software/Hardware
Tools/Machinery
Certificates and Licenses
Office Skills
Educational Honors or Fellowships
Performance Awards
Publications
Public Speaking

Here are a few tips to keep you on target:

- Present the entries in the order of their value in helping you get the job you want. Put the most important first.
- Only list those items that are pertinent to the job opening. Anything that's not pertinent detracts from the valuable information that may help you.

- Provide dates (the year is sufficient) or time frames for everything you include in this section.
- Never attach a sample of anything you mention in response to question 13 (unless the agency specifically requests it).
- For training courses, give exact course titles, year attended and number of hours of classwork. This is **not** the place to detail college coursework that you summarized under question 12. You can include seminars (even half-day sessions) that are pertinent to your current job interests. Don't list training you acquired more than five years ago – it has limited value and detracts from more pertinent information.
- Don't even consider listing old language skills you learned in school but have mostly forgotten. If a foreign language is pertinent to the job at hand, you could be interviewed in that language.
- Computer software and hardware skills have become an integral part of everyday life. It's best to list and be specific about your computer skills. You might even group software packages by how you rate your skills using them. Or, give examples of how you use the packages. For example: "I'm an expert with Microsoft Excel and am familiar with Lotus to the extent that in my current position I set up complicated spreadsheets that are user-friendly for data input by our office assistant."
- Tools and machinery skills should only be listed when they are directly applicable to the job opening. No one cares about your weekend carpentry achievements unless you are applying for a carpenter's job.
- Licenses and certificates are a ditto. They must be pertinent to the job and they must be current.
- Typing or stenography speed and other similar office skills should only be shown when applying for jobs that require these skills.
- Honors and awards is an area where some people are easily carried away. Remember to apply the job-related test and show the year you received each. Don't list old awards unless they are really remarkable. FRS thinks more than ten years is too old. And **NEVER** attach copies.

- Publications you've written or edited should **NEVER** be enclosed. Give the title and year published. If necessary, describe the topic briefly.
- Describe speaking experience by including date, topic, size of audience, purpose of talk and any results achieved.

15. Do you claim veterans preference?

Veterans preference may give you an advantage in hiring and retention in federal employment, but **only** if you can prove you qualify.

If you claim veterans preference on your job application you will need to attach your form DD-214, other proof, or form SF-15 with proof.

16. Were you ever a Federal civilian employee?

If you were a federal **civilian** employee, provide the following information for the highest grade you held: Series, Grade and Dates From-To (using month and year). Agencies may ask you to submit a copy of your SF-50 form documenting this employment.

17. Are you eligible for reinstatement based on career or career-conditional Federal status?

If you were never employed as a federal civilian employee, answer "No."

If you have been a federal civilian employee you may or **may not** be eligible for reinstatement. It can depend upon many factors including the type of positions you held previously, how long you were employed in a position that qualifies you for reinstatement, your veterans preference, and how long you have been out of government service.

For some people it is a complicated question to answer correctly. But it is important because it allows you to be considered for openings that are reserved for current and former federal employees. If you have any question about your status, FRS suggests you contact the human resources office of your last employing agency and get an opinion from them. As a rule of thumb, the following have reinstatement eligibility:

- Employees with veterans preference who held either a career-conditional or a career appointment have lifetime reinstatement eligibility.
- Employees who held a career appointment (more than three years in a competitive service appointment) have lifetime reinstatement eligibility.
- Employees who held a career-conditional appointment at termination (fewer than three years in a competitive service appointment) have reinstatement eligibility for the first three years following termination. Many agencies will require that you submit a copy of your final SF-50 showing your termination from federal service in order to prove your reinstatement eligibility.

18. Applicant Certification

Leave this blank when you create your master OF-612, but be sure to insert an original signature and the current date when applying for specific jobs. FRS recommends you use blue ink. Although agencies encourage photocopied applications, they usually request original signatures and blue ink reassures them that the signature is an original.

Re-Print: OPM Instructions for OF-612

GENERAL INFORMATION

You may apply for most Federal jobs with a resume, an Optional Application for Federal Employment (OF 612), or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in black ink. Help speed the selection process by keeping your application brief and sending only the requested information. **If essential to attach additional pages, include your name and Social Security Number on each page.**

- For information on Federal employment, including alternative formats for persons with disabilities and veterans' preference, contact the U.S. Office of Personnel Management at 478-757-3000, TDD 478-744-2299, or via the Internet at www.USAJOBS.opm.gov.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference, if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. Every employee must pay any valid delinquent debt or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact the office identified in the announcement.

PRIVACY ACT STATEMENT

The U.S. Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302,

3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

In order to keep your records in order, we request your Social Security Number (SSN) under the authority of Public Law 104-134 (April 26, 1996). This law requires that any person doing business with the Federal government furnish an SSN or tax identification number. This is an amendment to title 31, Section 7701. Failure to furnish the requested information may delay or prevent action on your application. We use your SSN to seek information about you from employers, schools, banks, and others who know you. We may use your SSN in studies and computer matching with other Government files.

If you do not give us your SSN or any other information requested, we cannot process your application. Also, incomplete addresses and ZIP Codes will slow processing. We may confirm information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals.

PUBLIC BURDEN STATEMENT

We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to the U.S. Office of Personnel Management (OPM), OPM Forms Officer, Washington, DC 20415-7900. The OMB number, 3206-0219, is currently valid. OPM may not collect this information and you are not required to respond, unless this number is displayed. Do not send completed application forms to this address. Follow directions provided in the vacancy announcement(s).



OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement		2 Grade(s) applying for		3 Announcement number	
4 Last name		First and middle names		5 Social Security Number	
6 Mailing address					
City		State	ZIP Code		7 Phone numbers (include area code) Daytime () Evening ()

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions.

1) Job title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number ()
Describe your duties and accomplishments				

2) Job title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number ()
Describe your duties and accomplishments				

GENERAL INFORMATION

Optional Form 612 (September 1994) (EG)
U.S. Office of Personnel Management

You may apply for most Federal jobs with a resume, the attached *Optional Application for Federal Employment* or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at **912-757-3000**, **TDD 912-744-2299**, by computer modem **912-757-3100**, or via the Internet at **http://www.usajobs.opm.gov**.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees). Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.
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THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

■ The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

■ We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.

■ If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

■ We may give information from your records to: training facilities, organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition

and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

■ We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.

■ We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.

■ Send your application to the agency announcing the vacancy.

9 May we contact your current supervisor?
YES [] NO [] ► If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed. Some HS [] HS/GED [] Associate [] Bachelor [] Master [] Doctoral []

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 Colleges and universities attended. Do not attach a copy of your transcript unless requested.

Name	Total Credits Earned		Major(s)	Degree - (if any)	Year Received
	Semester	Quarter			
1) City State ZIP Code					
2)					
3)					

OTHER QUALIFICATIONS

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do not send documents unless requested.

GENERAL

14 Are you a U.S. citizen? YES [] NO [] ► Give the country of your citizenship.

15 Do you claim veterans' preference? NO [] YES [] ► Mark your claim of 5 or 10 points below.
5 points [] ► Attach your DD 214 or other proof. 10 points [] ► Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee?
NO [] YES [] ► For highest civilian grade give:

Series	Grade	From (MM/YY)	To (MM/YY)
--------	-------	--------------	------------

17 Are you eligible for reinstatement based on career or career-conditional Federal status?
NO [] YES [] ► If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED



OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement		2 Grade(s) applying for	3 Announcement number
4 Last name	First and middle names		5 Social Security Number
6 Mailing address			7 Phone numbers (include area code) Daytime () Evening ()
City		State ZIP Code	

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions.

1) Job title (if Federal, include series and grade)			
From (MM/YY)	To (MM/YY)	Salary \$	per Hours per week
Employer's name and address			Supervisor's name and phone number ()
Describe your duties and accomplishments			

- 9 May we contact your current supervisor?
 YES [] NO [] If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

- 10 Mark highest level completed. Some HS [] HS/GED [] Associate [] Bachelor [] Master [] Doctoral []

- 11 Last high school (HS) or GED School. Give the school's name, city, State, Zip Code (if known), and year diploma or GED received

- 12 Colleges and universities attended. Do not attach a copy of your transcript unless requested.

	Name	City	State	Zip Code	Total Credits Earned		Major(s)	Degree * Year (if any) Received
					Semester	Quarter		
1)								
2)								
3)								
4)								
5)								

OTHER QUALIFICATION

- 13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc).
 Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not send documents unless requested.

OTHER QUALIFICATIONS

13 Continued from previous page

GENERAL

14 Are you a U.S. citizen? YES [] NO [] Give the country of your citizenship.

15 Do you claim veterans' preference? NO [] YES [] Mark your claim of 5 or 10 points below.
5 points [] Attach your DD 214 or other proof. 10 points [] Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee? NO [] YES [] For highest civilian grade give:

Series	Grade	From (MM/YY)	To (MM/YY)

17 Are you eligible for reinstatement based on career or career-conditional Federal status? NO [] YES [] If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED



(Alternate) Work Experience Continuation for OF-612

1 Job title in announcement		2 Grade(s) applying for		3 Announcement number	
4 Last name		First and middle names		5 Social Security Number	
6 Mailing address				7 Phone numbers (include area code)	
City		State	ZIP Code	Daytime ()	
				Evening ()	

WORK EXPERIENCE continued

Job title (if Federal, include series and grade)					
From (MM/YY)		To (MM/YY)		Salary per	
				\$	
Employer's name and address				Supervisor's name and phone number	
				()	
Describe your duties and accomplishments					



(Alternate) Work Experience Continuation for OF-612

1 Job title in announcement		2 Grade(s) applying for		3 Announcement number	
4 Last name		First and middle names		5 Social Security Number	
6 Mailing address					
City		State	ZIP Code		7 Phone numbers (include area code) Daytime () Evening ()

WORK EXPERIENCE continued

Job title (if Federal, include series and grade)						
From (MM/YY)		To (MM/YY)		Salary \$	per	Hours per week
Employer's name and address						Supervisor's name and phone number ()
Describe your duties and accomplishments						

Job title (if Federal, include series and grade)						
From (MM/YY)		To (MM/YY)		Salary \$	per	Hours per week
Employer's name and address						Supervisor's name and phone number ()
Describe your duties and accomplishments						

**ADDITIONAL SPACE FOR OF-612 ANSWERS**RESPONSE

Tips for the Federal-Style Resume

If you prefer, you may create and submit a resume instead of an OF-612 or SF-171 form. The information you must provide in your resume is identical to that required by the OF-612 form. The difference is that you may organize and format it in any manner you choose (unless you are applying to one of the Defense agencies which is use scannable applications. In that case the agency will specify every detail down to the margins, type style, type size, paper color, etc. that you must use.)

Keep in mind that a federal-style resume is no ordinary resume. Put aside the rule books and advice offered for private sector resume-writing. Instead, carefully follow the U.S. Office of Personnel Management's guidelines (see page 17) and be alert for special requirements in the vacancy announcement (e.g., scannable resume directions).

Here are some tips to keep in mind:

- Your resume is an example of your work. It should be eye-appealing, easy to read and error-free. Be generous with white space and use large type (times roman 12 point.) word processing and laser printers create more professional-looking resumes than dot matrix printers, typewriters or hand written resumes.
- Unlike private-sector resumes, the federal-style resume must provide specific, detailed information. Unless you are just beginning your career, you will need to write more than one or two pages to comply. It's okay to have a multiple-page federal-style resume (but don't exceed five pages).
- In the private sector, your resume is a brief advertisement to get an interview. In the federal job market, your resume must provide complete information for in-depth evaluation. You won't get a chance to give the details in an interview if your federal resume doesn't get you into the top rankings.

- Always put your most important job-related information first. If you're a new graduate with little experience, emphasize your education by presenting it up front. Experienced workers should describe their employment history first and show education later.
- When describing your work experience, don't re-hash your job description. Describe specifically what you do, how you do it, and what the value is to your employer. You want to show how your employer benefitted from your skills and diligence.
- Don't bother to send in a resume "cold" for general consideration. It's a waster of your time and paper. You MUST know what openings you are applying for and you MUST identify the vacancy on your resume.
- Submit one resume for each vacancy. If an agency has three openings for which you wish to be considered, submit three resumes. Identify each resume with the appropriate vacancy announcement number.
- Do sign and date your resume. Some agencies don't require this, but many do. It's not worth your time to figure out which do and which don't.
- Don't pattern your federal resume after private sector resumes. How many resumes have you seen outside the government that contain veterans preference, reinstatement eligibility, working hours per week, dated signatures, or social security and vacancy announcement numbers?

There are many, many ways to format your resume. The most important consideration is to provide the information you need to win the job and do it in an attractive, easy-to-read format. To get your creative juices going, we've included a sample federal-style resume beginning on page 19.

Re-Print: OPM OF-510 Applying for a Federal Job Instructions

JOB OPENINGS

For job information 24 hours a day, 7 days a week, call **912-757-3000**, the U.S. Office of Personnel Management (OPM) automated telephone system. Or, with a computer modem dial **912-757-3100** for job information from an OPM electronic bulletin board. You can also reach the board through the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.

APPLICANTS WITH DISABILITIES

You can find out about alternative formats by calling OPM or dialing the electronic bulletin board at the numbers above. Select "Federal Employment Topics" and then "People with Disabilities." If you have a hearing disability, call **TDD 912-744-2299**.

HOW TO APPLY

Review the list of openings, decide which jobs you are interested in, and follow the instructions given. **You may apply for most jobs with a resume, the *Optional Application for Federal Employment*, or any other written format you choose.** For jobs that are unique or filled through automated procedures, you will be given special forms to complete. (You can get an *Optional Application* by calling OPM or dialing our electronic bulletin board at the numbers above.)

WHAT TO INCLUDE

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the job vacancy announcement and in this brochure, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. Type or print clearly in dark ink.

Here's what your resume or application must contain (in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

- ☐ Announcement number, and title and grade(s) of the job you are applying for.

PERSONAL INFORMATION

- ☐ Full name, mailing address (with ZIP Code) and day and evening phone numbers (with area code)
- ☐ Social Security Number
- ☐ Country of Citizenship (Most Federal jobs require United States citizenship.)
- ☐ Veterans' preference (See reverse.)
- ☐ Reinstatement eligibility (If requested, attach SF 50 proof of your career or career-conditional status.)
- ☐ Highest Federal civilian grade held (Also give job series and dates held.)

EDUCATION

- ☐ High School
Name, city, and State (ZIP Code if known)
Date of diploma or GED
- ☐ Colleges or universities
Name, city, and State (ZIP Code if known)
Majors
Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- ☐ Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

- ☐ Give the following information for your paid and unpaid work experience related to the job you are applying for. (*Do not send job descriptions.*)
Job title (include series and grade if Federal job)
Duties and accomplishments
Employer's name and address
Supervisor's name and phone number
Starting and ending dates (month and year)
Hours per week
Salary
- ☐ Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- ☐ **Job-related** training courses (title and year)
- ☐ **Job-related** skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- ☐ **Job-related** certificates and licenses (current only)
- ☐ **Job-related** honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested.)

VETERANS' PREFERENCE IN HIRING

- ☐ If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. For further details, call OPM at **912-757-3000**. Select "Federal Employment Topics" and then "Veterans." Or, dial our electronic bulletin board at **912-757-3100**.
- ☐ Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former Federal career or career-conditional employees).
- ☐ To claim 5-point veterans' preference, attach a copy of your DD-214, *Certificate of Release or Discharge from Active Duty*, or other proof of eligibility.
- ☐ To claim 10-point veterans' preference, attach an SF 15, *Application for 10-Point Veterans' Preference*, plus the proof required by that form.

OTHER IMPORTANT INFORMATION

- Before hiring, an agency will ask you to complete a *Declaration for Federal Employment* to determine your suitability for Federal employment and to authorize a background investigation. The agency will also ask you to sign and certify the accuracy of all information in your application. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

PRIVACY AND PUBLIC BURDEN STATEMENTS

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this brochure and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.

- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

- We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

- We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether an employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to an employee about fitness for duty or agency-filed disability retirement procedures.

- We estimate the public burden for reporting the employment information will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.

Send your application to the agency announcing the vacancy.

Pat N. Candidate

9999 Someplace Street
Anytown, MD 99999
Daytime: (703) 555-9999 ~ Evening: (301) 555-9999
Email: info@fedjobs.com

SSN: 123-45-6789
U.S. Citizenship: Yes

Highest Federal Grade Level: GS-13
Veterans Preference: 5 point
Security Clearance: Top Secret (SCI)

OBJECTIVE:

Position as Supervisory Management Analyst: GS-343-13; Announcement # 97-Z-004430B

PROFESSIONAL SUMMARY:

Experienced professional with 11+ years in the Management Analyst field with an emphasis on budget preparation, financial performance review, quality assurance, and federal personnel issues. Received the 2001 Director's Award for Meritorious Service and a Quality Step Increase in 1999 for work drafting speeches on controversial and politically sensitive personnel issues.

Competencies: Management Analysis. Project Management. Qualitative and Quantitative Analytical Skills. Problem-Solver. Financial management. Budget. Oral and Written Communications. Interpersonal Skills. Research. Results-oriented. Customer-focused.

WORK EXPERIENCE:**Management Analyst, GS-343-12, April 1995 to Present**

Salary: \$45,940 per year; Hours per week: 40
Public Health Service, 5600 Fishers Lane, Rockville MD 20857
Mr. Charles Massie, (301) 555-7777 Permission to Contact Granted

Duties and Accomplishments:

Received 2001 Director's Award for Meritorious Service as a result of my performance in this position which entails the following:

- Prepare annual \$800,000 budget for the agency training program. Issue yearly budget call to regional and central offices setting forth program and financial goals, cost and revenue expectations and indirect cost estimates. Analyze submissions for consistency with program guidance and financial requirements.
- Conduct ongoing analysis of financial performance using historical data and recognition of unusual cost patterns. Information sources include databases, periodic financial reports and regular contact with central and field level managers. During 1996, identified cost reduction areas totaling an 8% savings.
- Ensure quality of program delivery including the development of effective procedures to maintain quality in course content, instruction and materials. Review quality assurance plans of regional and central offices.

- Assist in preparing annual report assessing training program accomplishments. Help establish rating plans and recommend ratings of central and regional guidance. Ratings are based on financial and production data; periodic accomplishment reports; and findings from on-site regional reviews. Developed new rating profile method which enabled my department to complete ratings for annual report three months earlier than under the former system
- Handled microcomputer application to collect data on training course participants to provide data analysis capability on financial, production, and student demographics. Projects include linking micro and mainframe systems and system testing in local area network environment. Resulted in reducing work-years required for annual data collection by approximately 30%.

Management Analyst, GS-343-11, December 1993 to April 1995

Salary: \$37,000 per year; Hours per week: 40

Merit Systems Protection Board, 1120 Vermont Ave NW, Wash DC 20419

Ms. Mary Challis (202) 555-6666

Duties and Accomplishments:

- Prepared special analyses and issue papers on controversial and politically sensitive subjects related to management of federal personnel, including performance appraisal, pay for performance, fairness of employee selection procedures, disability retirement and maintenance of management rights in labor negotiations. Three executive orders were issued involving specific changes to the competitive aspects of employee selection procedures as a result of my research and analyses.
- Drafted speeches on personnel policies, programs and issues. Researched background information for legislative proposals, regulations and guidelines on federal personnel management. Assisted in development of annual legislative and regulatory agenda.
- Received exceptional performance rating and a quality step increase in 1999

EDUCATION:

- **Highest Level of Education Completed:** Bachelor's Degree
- **University of Michigan**, Ann Arbor MI 48109, 1993
Degree: Graduate level courses in finance and management
Major: Business Administration
Semester Hours: 9
- **Western Michigan Univ.**, Kalamazoo MI 49008, 1991
Degree: B.A.
Major: Public Administration & Finance
Honors: Dean's list;
Earned 80% of educational expenses while working part-time and maintaining full course loads.
- **Central High School**, Traverse City MI 49684, 1996
High School Diploma

TRAINING COURSES:

- **Public Policy Issues**
48 classroom hours, 1996, U.S. Office of Personnel Management (OPM), Western Management Development Center, Aurora CO.

TRAINING COURSES continued:

- **ACCESS for the System Developer**
24 classroom hours covering setup of database operations for enhanced ease of use by office staff, 1996, MicroCenter Training Operations, Fairfax VA
- **Congressional Operations**
24 classroom hours, 1995, OPM Western Management Development Center, Aurora CO
- **Financial Analysis for the Government Manager**
8 classroom hours, 1994, USDA Graduate School, Washington, D.C.
- **Developing Public Relations Writing Skills**
8 classroom hours, 1993, Aztec Training Resources, Washington, D.C.

HONORS & AWARDS:

- 2001 – Director's Award for Meritorious Service
- 1999 – Quality Step Increase for Outstanding Performance

COMPUTER SKILLS:

Skilled in setting up user-friendly spreadsheets and databases for maintenance by other staff. Focus is on ease-of-use and compatibility of data from different sources. Established and provided training for 14 data collection points for database input and linked them through a local area network to provide consolidated management reports of data. Received Letter of Commendation for this special project in 1996 from the Director, U.S. Public Health Service

- **Applications:** Microsoft Office 2000 & 2003 (Excel; Access; Word; PowerPoint); WordPerfect 6.0; Lotus 1.2.3
- **Operating Systems:** Microsoft 95, 98, 2000, 2003, XP
- **Databases:** Microsoft Access 2000 & 2003; MySQL; R:Base 4.5
- **Email:** Microsoft Outlook; Qualcomm Eudora
- **Internet:** Internet Explorer; Netscape Communicator; FireFox

SELF-CERTIFICATION:

I certify that, to the best of my knowledge and belief, all of the information on and attached to this resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

Signature: _____ Date Signed: _____

Read The Following Instructions Carefully Before You Complete This Application

- **DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.**
- TYPE OR PRINT CLEARLY IN DARK INK.
- **IF YOU NEED MORE SPACE** for an answer, use a sheet of paper the same size as this page. On each sheet write your name, Social Security Number, the announcement number or job due, and the item number. Attach all additional forms and sheets to this application at the top of page 3.
- If you do not answer all questions fully and correctly, you may delay the review of your application and lose job opportunities.
- **Unless you are asked for additional material in the announcement or qualification information, do not attach any materials, such as: official position descriptions, performance evaluations, letters of recommendation, certificates of training, publications, etc. Any materials you attach which were not asked for may be removed from your application and will not be returned to you.**
- We suggest that you keep a copy of this application for your use. If you plan to make copies of your application, we suggest you leave items 1, 48 and 49 blank. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**
- To apply for a specific Federal civil service examination (whether or not written test is required) or a specific vacancy in an Federal agency:
 - Read the announcement and other materials provided.
 - Make sure that your work experience and/or education meet the qualification requirements described.
 - Make sure the announcement is open for the job and location you are interested in. Announcements may be closed to receipt of applications for some types of jobs, grades, or geographic locations.
 - Make sure that you are allowed to apply. Some jobs are limited to veterans, or to people who work for the Federal Government or have worked for the Federal Government in the past.
 - Follow any directions on "How to Apply". If a written test is required, bring any material you are instructed to bring to the test session. For example, you may be instructed to 'Bring a completed SF 171 to the test.' If a written test is not required, mail this application and all other forms required by the announcement to the address specified in the announcement.

Work Experience (Item 24)

- Carefully complete each experience block you need to describe your work experience. Unless you qualify based on education alone, your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.
- Under Description of Work, write a clear and brief, but complete description of your major duties and responsibilities for each job. Include any supervisory duties, special assignments, and your accomplishments in the job. We may verify your description with your former employers.
- If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job.

Veteran Preference in Hiring (Item 22)

- **DO NOT LEAVE Item 22 BLANK.** If you do not claim veteran preference, place an "X" in the box next to "**NO PREFERENCE**".
- You cannot receive veteran preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, unless you are disabled or retired from the active military Reserve.
- To receive veteran preference your separation from active duty must have been under honorable conditions. This includes honorable and general discharges. A clemency discharge does not meet the requirements of the Veteran Preference Act.
- Active duty for training in the military Reserve and National Guard programs is not considered active duty for of veteran preference.
- To qualify for preference you must meet ONE of the following conditions:
 1. Served on active duty anytime, between December 7, 1941, and July 1, 1955; (If you were a Reservist called to active duty between February, 1995 and July 1, 1955, you must meet condition 2, below.) or...
 2. Served on active duty any part of which was between July 2, 1955 and October 14, 1976 or a Reservist called to active duty between February 1, 1955 and October 14, 1976 and who served for more than 180 days; or
 3. Entered on active duty between October 15, 1976 and September 7, 1980 or a Reservist who entered on active duty between October 15, 1976 and October 13, 1982 and received a Campaign Badge or Expeditionary Medal or are a disabled veteran; or
 4. Enlisted in the United Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 and:
 - a. completed 24 months of continuous active duty or the full period called or ordered to active duty, or were discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173 and received or were entitled to receive a Campaign Badge or Expeditionary Medal; or
 - b. are a disabled veteran.
- **If you meet one of the four conditions above, you qualify for 5-point preference. If you want to claim 5-point preference and do not meet the requirements for 10-point preference, discussed below, place an "X" in the box next to "5-POINT PREFERENCE".**
- If you think you qualify for 10-Point Preference, review the requirements described in the Standard Form (SF) 15, Application for 10-Point Veteran Preference. The SF 15 is available from any Federal Job information Center. The 10-point preference groups are:
 - Non-Compensably Disabled or Purple Heart Recipient -
 - Compensably Disabled less than 30%.
 - Compensably Disabled (30% or more).
 - Spouse, Widow(er) or Mother of a deceased or disabled veteran.
- **If you claim 10-point preference, place an "X" in the box next to the group that applies to you. To receive 10-point preference you must attach a completed SF 15 to this application together with the proof requested in the SF 15.**

Privacy Act and Public Burden Statements

The Office of Personnel Management is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of title 5 of the U.S. Code, Section 1104 of title 5 allows the Office of Personnel Management to authorize other Federal Agencies to rate applicants for Federal jobs. We need the information you put on this form and associated application forms to see how well your education and work skills qualify you for a Federal Job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birth date. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The Office of Personnel Management may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential decision. The information we collect by using your SSN will be used for employment purposes and also may be used for studies, statistics, and computer matching to benefit and payment files.

Information we have about you may also be given to Federal, State and local agencies for checking on law violations or for other lawful purposes.

We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request. Incomplete addresses and ZIP Codes will also slow processing.

Public burden reporting for this collection of information is estimated to vary from 20 to 360 minutes with an average of 50 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E. Street, NW, room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0012), Washington, D.C. 20503.

DETACH THIS PAGE-NOTE SF 171-A ON BACK

Application for Federal Employment-SF171

Form Approved:
O.M.B. No. 3206-0012

Read the instructions before you complete this application. *Type or print clearly in dark ink.*

GENERAL INFORMATION

1	What kind of job are you applying for? Give title and announcement no. (if any)			
2	Social Security Number		3	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
4	Birth date (Mo, Day, Yr)		5	Birthplace (City, St or Country)
6	Name (Last, First, Middle) Mailing address (include apartment number, if any) City State ZIP Code			
7	Other names ever used (e.g., maiden name, nickname, etc.)			
8	Home Phone Area Code Number		9	Work Phone Area Code Number Extension
10	Were you ever employed as a civilian by the Federal Gov't.? If "NO", go to item 11 . If "YES", mark each type of job you held with an "X". <input type="checkbox"/> Temporary <input type="checkbox"/> Career-Conditional <input type="checkbox"/> Career <input type="checkbox"/> Excepted What is your highest grade, classification series and job title? Dates at highest grade: FROM TO			

AVAILABILITY

11	When can you start work? (Mo & Yr)	12	What is the lowest pay you will accept? (You will not be considered for jobs which pay less than you indicate.) Pay \$ _____ per _____ OR Grade _____	
13	In what geographic area(s) are you willing to work?			
14	Are you willing to work:	YES	NO	
	A. 40 hours per week (full-time)?	<input type="checkbox"/>	<input type="checkbox"/>	
	B. 25-32 hours per week (part-time)?	<input type="checkbox"/>	<input type="checkbox"/>	
	C. 17-24 hours per week (part-time)?	<input type="checkbox"/>	<input type="checkbox"/>	
	D. 16 or fewer hours per week (part-time)?	<input type="checkbox"/>	<input type="checkbox"/>	
	E. An intermittent job (on-call/seasonal)?	<input type="checkbox"/>	<input type="checkbox"/>	
	F. Weekends, shifts, or rotating shifts?	<input type="checkbox"/>	<input type="checkbox"/>	
15	Are you willing to take a temporary job lasting:			
	A. 5 to 12 months (sometimes longer)?	<input type="checkbox"/>	<input type="checkbox"/>	
	B. 1 to 4 months?	<input type="checkbox"/>	<input type="checkbox"/>	
	C. Less than 1 month?	<input type="checkbox"/>	<input type="checkbox"/>	
16	Are you willing to travel away from home for:			
	A. 1 to 5 nights each month?	<input type="checkbox"/>	<input type="checkbox"/>	
	B. 6 to 10 nights each month?	<input type="checkbox"/>	<input type="checkbox"/>	
	C. 11 or more nights each month?	<input type="checkbox"/>	<input type="checkbox"/>	

MILITARY SERVICE AND VETERAN PREFERENCE

17	Have you served in the United States Military Service? If your only active duty was training in the Reserves or National Guard, answer "NO". If "NO", go to item 22 .	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
18	Did you or will you retire at or above the rank of Major or Lieutenant Commander?	<input type="checkbox"/>	<input type="checkbox"/>

DO NOT WRITE IN THIS AREA

FOR USE OF EXAMINING OFFICE ONLY

Date entered register		Form Reviewed: Form Approved:		
Option	Grade	Earned Rating	Veteran Preference	Augmented Rating
			<input type="checkbox"/> No Preference Claimed	
			<input type="checkbox"/> 5 Points (Tentative)	
			<input type="checkbox"/> 10 Pts. (Less than 30% Or comp. Dis.)	
			<input type="checkbox"/> 10 Pts. (30% Or More comp. Dis.)	
			<input type="checkbox"/> Other 10 Points	
Initials and Date <input type="checkbox"/> Disallowed <input type="checkbox"/> Being Investigated				

FOR USE OF APPOINTING OFFICE ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5-point ☐ 10 Pts. (Less than 30% Or comp. Dis.) ☐ 10 Pts. (30% Or More comp. Dis.) ☐ 10-point Other

Signature and Title

Agency

Date

MILITARY SERVICE AND VETERAN PREFERENCE (cont.)

19	Were you discharged from the military service under honorable conditions? (If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "YES". If you received a clemency discharge, answer "NO".) If "NO", provide below the date and type of discharge you received.	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
	Discharge Date (Mo, Day, Yr)	Type of Discharge	
20	List the date (Mo, Day, Yr), and branch for all active duty military service		
	From	To	Branch of Service
21	If all your active military duty was after 14 Oct 76, list the full names and dates of all campaign badges or expeditionary medals you received or were entitled to receive.		
22	Read the instructions that came with this form before completing this item. When you have determined your eligibility for veteran preference from the instructions, place an "X" in the box next to your veteran preference claim. <input type="checkbox"/> NO PREFERENCE <input type="checkbox"/> 5-POINT PREFERENCE You must show proof when you are hired. 10-POINT PREFERENCE -- If you claim 10-point preference, place an "X" in the box below next to the basis for your claims. To receive 10-point preference you must also complete a Standard Form 15, Application for 10-point Veteran Preference, which is available from any Federal Job Information Center. ATTACH THE COMPLETED SF 15 AND REQUESTED PROOF TO THIS APPLICATION <input type="checkbox"/> Non-compensably disabled or Purple Heart recipient. <input type="checkbox"/> Compensably disabled, less than 30 percent. <input type="checkbox"/> Spouse, widow(er), or mother of a deceased or disabled veteran. <input type="checkbox"/> Compensably disabled, 30 percent or more.		

WORK EXPERIENCE If you have no work experience, write "NONE" in A below and go to 25 on page 3.									
23	May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first.				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO								
<input type="checkbox"/>	<input type="checkbox"/>								
24	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>READ WORK EXPERIENCE IN THE INSTRUCTIONS BEFORE YOU BEGIN.</p> <ul style="list-style-type: none"> Describe your current or most recent job in Block A and work backwards, describing each job you held during the past 10 years. If you were unemployed for longer than 3 months within the past 10 years, list the dates and your address(es) in an experience block. You may sum up in one block work that you did more than 10 years ago. But if that work is related to the type of job you are applying for, describe each related job in a separate block. INCLUDE VOLUNTEER WORK (non-paid work)--If the work (or a part of the work) is like the job you are applying for, complete all parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other organizations. </div> <div style="width: 50%;"> <ul style="list-style-type: none"> INCLUDE MILITARY SERVICE--You should complete all parts of the experience block just as you would for a non-military job, including all supervisory experience. Describe each major change of duties or responsibilities in a separate experience block. IF YOU NEED MORE SPACE TO DESCRIBE A JOB--Use sheets of paper the same size as this page (be sure to include all information we ask for in A and B below). On each sheet show your name, SSN, and the announcement number or job title. IF YOU NEED MORE EXPERIENCE BLOCKS, use the SF 171-A or a sheet of paper. IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS), use the SF 172 or a sheet of paper as described above. </div> </div>								
A	Name and address of employer's organization (include ZIP Code, if known)		Dates employed (give mo, day, yr) From _____ To: _____	Average number of hours per week	No. of employees you supervised				
Your immediate supervisor Name _____ Area Code _____ Phone Number _____			Exact title of your job	If Federal employment (civilian or military) list series, grade or rank and, if promoted in this job, the date of your last promotion.					
Salary or earnings Starting \$ _____ per _____ Ending \$ _____ per _____									
Your reason for wanting to leave									
Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervise. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.									
For Agency Use (skill codes, etc.)									
B	Name and address of employer's organization (include ZIP Code, if known)		Dates employed (give mo, day, yr) From _____ To: _____	Average number of hours per week	No. of employees you supervised				
Your immediate supervisor Name _____ Area Code _____ Phone Number _____			Exact title of your job	If Federal employment (civilian or military) list series, grade or rank and, if promoted in this job, the date of your last promotion.					
Salary or earnings Starting \$ _____ per _____ Ending \$ _____ per _____									
Your reason for wanting to leave									
Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervise. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.									
For Agency Use (skill codes, etc.)									

ATTACH ANY ADDITIONAL FORMS AND SHEETS HERE

EDUCATION

25 Did you graduate from high school? <i>If you have a GED high school equivalency or will graduate within the next nine months, answer "YES".</i> If "YES", give month and year graduated YES <input type="checkbox"/> or received GED equivalency: NO <input type="checkbox"/> If "NO", give the highest grade you completed:	26 Write the name and location (<i>city and state</i>) of the last high school you attended or where you obtained your GED high school equivalency, 27 Have you ever attended college or graduate school? YES <input type="checkbox"/> If "YES", continue with 28 . NO <input type="checkbox"/> If "NO", go to 31 .
---	---

28 NAME & LOCATION (<i>city, st. & Zip code</i>) OF COLLEGE OR UNIVERSITY. If you expect to graduate within 9 months, give the year you expect to receive your degree:					MONTH & YR ATTENDED		NO. OF CREDIT HRS. COMPLETED		TYPE OF DEGREE (e.g., BA, MA)	MONTH & YEAR OF DEGREE
Name	City	State	ZIP Code	From	To	Semester	Quarter			
1) _____	_____	_____	_____	_____	_____	_____	_____			
2) _____	_____	_____	_____	_____	_____	_____	_____			
3) _____	_____	_____	_____	_____	_____	_____	_____			

29 CHIEF UNDERGRADUATE SUBJECTS Show major on the first line	NO. OF CREDIT HRS COMPLETED	30 CHIEF GRADUATE SUBJECTS Show Major on the first Line	NO. OF CREDIT HRS COMPLETED
1) _____		1) _____	
2) _____		2) _____	
3) _____		3) _____	

31 If you have completed any other courses or training related to the kind of jobs you are applying for (trade, vocational, Armed Forces, business) give info below.

NAME AND LOCATION (<i>city, state and ZIP Code</i>) OF SCHOOL				MONTH & YR ATTENDED		CLASS- ROOM HOURS	SUBJECT(S)	TRAINING COMPLETED	
				From	To			YES	NO
1) School Name _____								<input type="checkbox"/>	<input type="checkbox"/>
City _____ State _____ ZIP Code _____									
2) School Name _____								<input type="checkbox"/>	<input type="checkbox"/>
City _____ State _____ ZIP Code _____									

SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS

32 Give the title and year of any honors, awards or fellowships you have received. List your special qualifications, skills or accomplishments that may help you get a job. Some examples are: skills with computers or other machines; most important publications (*do not submit copies*); public speaking and writing experience; membership in professional or scientific societies; patents or inventions; etc.

33 How many words per minute can you: Type? Take Dictation?	34 List job-related licenses or certificates that you have, such as: registered nurse; lawyer; radio operator; driver's; pilot's, etc. <table style="width:100%;"> <tr> <th style="width:33%;">LICENSE OR CERTIFICATE</th> <th style="width:33%;">DATE OF LATEST LICENSE OR CERTIFICATE</th> <th style="width:33%;">STATE OR OTHER LICENSING AGENCY</th> </tr> <tr> <td>1) _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2) _____</td> <td>_____</td> <td>_____</td> </tr> </table>	LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE	STATE OR OTHER LICENSING AGENCY	1) _____	_____	_____	2) _____	_____	_____
LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE	STATE OR OTHER LICENSING AGENCY								
1) _____	_____	_____								
2) _____	_____	_____								

35 Do you speak or read a language other than English (*include sign language*)? *Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.*

YES ☐ If "YES", list each language and place an "X" in each column that applies to you.
 NO ☐ If "NO", go to item **36**.

LANGUAGE(S)	CAN YOU PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty
1) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFERENCES

36 List three people who are not related to you and are not supervisors you listed under **Item 24** who know your qualifications and fitness for the kind of job for which you are applying. At least **one** should know you well on a personal basis.

FULL NAME OF REFERENCE	TELEPHONE NO(S) (Include Area Code)	PRESENT BUSINESS OR HOME ADDRESS (Number, street and city)	STATE	ZIP CODE
1) _____	_____	_____		
2) _____	_____	_____		
3) _____	_____	_____		

BACKGROUND INFORMATION - You must answer each question in this section before we can process your application.			
37	Are you a citizen of the United States? <i>(In most cases you must be a U.S. citizen to be hired. You will be required to submit proof of identity and citizenship at the time you are hired.) If "NO", give the country or countries you are a citizen of:</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
NOTE: It is important that you give complete and truthful answers to questions 38 through 44. If you answer "YES" to any of them, provide your explanation(s) in Item 45 . Include convictions resulting from a plea of nolo contendere (no contest). Omit: 1) traffic fines of \$100.00 or less; 2) any violation of law committed before your 16th birthday; 3) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a Youth Offender law; 4) any conviction set aside under the Federal Youth Corrections Act or similar State law; 5) any conviction whose record was expunged under Federal or State law. We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for Federal jobs. However, if you fail to tell the truth or fail to list all relevant events or circumstances , this may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution (18 USC 1001).			
38	During the last 10 years , were you fired from any job for any reason, did you quit after being told that you would be fired , or did you leave by mutual agreement because of specific problems?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
39	Have you ever been convicted of, or forfeited collateral for any felony violation ? <i>(Generally, a felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less).</i>	<input type="checkbox"/>	<input type="checkbox"/>
40	Have you ever been convicted of, or forfeited collateral for any firearms or explosives violation ?	<input type="checkbox"/>	<input type="checkbox"/>
41	Are you now under charges for any violation of law?	<input type="checkbox"/>	<input type="checkbox"/>
42	During the last 10 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do not include violations reported in 39, 40, or 41, above.	<input type="checkbox"/>	<input type="checkbox"/>
43	Have you ever been convicted by a military court-martial ? If no military service, answer "NO".	<input type="checkbox"/>	<input type="checkbox"/>
44	Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government plus defaults on Federally guaranteed or insured loans such as student and home mortgage loans)	<input type="checkbox"/>	<input type="checkbox"/>
45 If "YES" in: 38 - Explain for each job the problem(s) and your reason(s) for leaving. Give the employer's name and address. 39 through 43 - Explain each violation. Give place of occurrence and name/address of police or court involved. 44 - Explain the type, length and amount of the delinquency or default, and steps you are taking to correct errors or repay the debt. Give any identification number associated with the debt and the address of the Federal agency involved. NOTE: If you need more space, use a sheet of paper, and include the item number.			
Item No.	Date (Mo/Yr)	Explanation	Mailing Address
			Name of Employer, Police, Court, or Federal Agency
			City State ZIP Code
			Name of Employer, Police, Court, or Federal Agency
			City State ZIP Code
46	Do you receive, or have you ever applied for retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
47	Do any of your relatives work for the United States Government or the United States Armed Forces? Include: father; mother; husband; wife; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepdaughter; stepbrother; stepsister, half brother, and half sister. If "YES", provide details below. If you need more space, use a sheet of paper.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Name	Relationship	Department, Agency or Branch of Armed Forces
SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION			
YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign. <ul style="list-style-type: none"> A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished BY FINE OR IMPRISONMENT (U.S. Code, TITLE 18, SECTION 1001). If you are a male born after December 31, 1959, you must be registered with the Selective Service System or have a valid exemption in order to be eligible for Federal employment. You will be required to certify as to your status at the time of appointment. I understand that any information I give may be investigated as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith. 			
48 SIGNATURE <i>(Sign each application in dark ink)</i>	49 DATE SIGNED <i>(Month, day, year)</i>		

WORK EXPERIENCE If you have no work experience, write "NONE" in A below and go to 25 on page 3.																
23	May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>								
YES	NO															
<input type="checkbox"/>	<input type="checkbox"/>															
24	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>READ WORK EXPERIENCE IN THE INSTRUCTIONS BEFORE YOU BEGIN.</p> <ul style="list-style-type: none"> Describe your current or most recent job in Block A and work backwards, describing each job you held during the past 10 years. If you were unemployed for longer than 3 months within the past 10 years, list the dates and your address(es) in an experience block. You may sum up in one block work that you did more than 10 years ago. But if that work is related to the type of job you are applying for, describe each related job in a separate block. INCLUDE VOLUNTEER WORK (non-paid work)--If the work (or a part of the work) is like the job you are applying for, complete all parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other organizations. </div> <div style="width: 50%;"> <ul style="list-style-type: none"> INCLUDE MILITARY SERVICE--You should complete all parts of the experience block just as you would for a non-military job, including all supervisory experience. Describe each major change of duties or responsibilities in a separate experience block. IF YOU NEED MORE SPACE TO DESCRIBE A JOB--Use sheets of paper the same size as this page (be sure to include all information we ask for in A and B below). On each sheet show your name, SSN, and the announcement number or job title. IF YOU NEED MORE EXPERIENCE BLOCKS, use the SF 171-A or a sheet of paper. IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS), use the SF 172 or a sheet of paper as described above. </div> </div>															
A	Name and address of employer's organization (include ZIP Code, if known)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Dates employed (give mo, day, yr)</td> </tr> <tr> <td style="width: 50%; text-align: center;">From</td> <td style="width: 50%; text-align: center;">To:</td> </tr> <tr> <td>Salary or earnings</td> <td></td> </tr> <tr> <td>Starting \$</td> <td style="text-align: center;">per</td> </tr> <tr> <td>Ending \$</td> <td style="text-align: center;">per</td> </tr> </table>	Dates employed (give mo, day, yr)		From	To:	Salary or earnings		Starting \$	per	Ending \$	per	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Average number of hours per week</td> <td style="width: 50%;">No. of employees you supervised</td> </tr> </table>	Average number of hours per week	No. of employees you supervised
Dates employed (give mo, day, yr)																
From	To:															
Salary or earnings																
Starting \$	per															
Ending \$	per															
Average number of hours per week	No. of employees you supervised															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">Your immediate supervisor</td> </tr> <tr> <td style="width: 33%;">Name</td> <td style="width: 33%;">Area Code</td> <td style="width: 33%;">Phone Number</td> </tr> </table>		Your immediate supervisor			Name	Area Code	Phone Number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Exact title of your job</td> <td style="width: 50%;">If Federal employment (civilian or military) list series, grade or rank and, if promoted in this job, the date of your last promotion.</td> </tr> </table>		Exact title of your job	If Federal employment (civilian or military) list series, grade or rank and, if promoted in this job, the date of your last promotion.					
Your immediate supervisor																
Name	Area Code	Phone Number														
Exact title of your job	If Federal employment (civilian or military) list series, grade or rank and, if promoted in this job, the date of your last promotion.															
Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervise. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.																

For Agency Use (skill codes, etc.)

Standard Form 171-A - Continuation Sheet for SF 171

Attach all SF 171-A's to your application at the top of page 3.

Form Approved:
OMB No. 3206-0012

1. Name (Last, First, Middle Initial)	2. Social Security Number
3. Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS

<input type="checkbox"/>	Name and address of employer's organization (include ZIP Code, if known)		Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervised
			From:	To:		
			Salary or earnings		Your reason for leaving	
Starting \$		per				
Ending \$		per				
Your immediate supervisor Name	Area Code	Telephone No.	Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion	

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

<input type="checkbox"/>	Name and address of employer's organization (include ZIP Code, if known)		Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervised
			From:	To:		
			Salary or earnings		Your reason for leaving	
Starting \$		per				
Ending \$		per				
Your immediate supervisor Name	Area Code	Telephone No.	Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion	

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

Standard Form 171-A - Continuation Sheet for SF 171 (Back)

Attach all SF 171-A's to your application at the top of page 3.

Form Approved:
OMB No. 3206-0012

1. Name (Last, First, Middle Initial)	2. Social Security Number
3. Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS

<input type="checkbox"/>	Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month, day and year)		Average number of	Number of employees
		From:	To:	hours per week	
		Salary or earnings		Your reason for leaving	
Starting \$		per			
Ending \$		per			
Your immediate supervisor Name	Area Code	Telephone No.	Exact title of your job	If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion	

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

Tips for The Supplemental Statement

The most important attachment you will prepare for your federal application is a supplemental statement relating your background to the specific needs of each vacancy. It is an excellent method to tailor your application to show that you are the best candidate for the opening.

More than half of the vacancy announcements we recently surveyed required supplemental statements. The requests went by many names. Some agencies ask for a “supplemental statement;” others want a “qualifications narrative” or a “supplemental experience questionnaire.”

Some agencies provide forms, but most don’t. And, there is no government-wide form available. For your convenience, Federal Research Service has designed the form options shown on the next two pages for your use. Feel free to photocopy your personal supply.

While there is no standard form or label for this type of attachment, the concept is pretty much the same from agency to agency. In the vacancy announcement the agency lists the topics you need to address in your statement. They may call them ranking, rating or evaluation factors. Or, they might call them evaluation criteria or high quality criteria. They could call them job ranking elements or job elements, but mostly they call them KSAs.

As most job hunters quickly learn, the phrase “KSAs” in federal hiring parlance refers to Knowledge, Skills and Abilities needed to carry out the functions of a particular job. In the evaluation process, KSAs are used to filter out the better candidates from a group of persons considered basically qualified for a position. In other words, these are the measurement devices used to spot the best candidate.

Preparing the best KSA responses possible is so important that Federal Research

Service published two 48-page publications devoted to the topic, *The KSA Workbook* and *The KSA Sampler*. Obviously it’s impossible to squeeze all of their advice onto this page, but here are some tips to get your started in the right direction.

- ☐ Always identify the position, announcement number, and your name on each page.
- ☐ Repeat verbatim each KSA or evaluation factor immediately before your response. Number and respond to the KSAs in the same order as encountered on the announcement
- ☐ In each response give details about your experience, accomplishments, education, training, awards, etc. that demonstrate the **extent** to which you possess the criterion and your highest performance **level**.
- ☐ Use lots of examples. Provide information about specific tasks, assignments, problems you resolved, your level of responsibility, and the results that were achieved.
- ☐ Try using this approach to present an example of your performance using a particular Knowledge, Skill or Ability. First, describe the problem or objective. Next, describe what **you** actually did and then describe the outcome or results of your efforts.
- ☐ Be sure to describe what **you** did, not what your organization or group did.
- ☐ Avoid repeating verbatim information from your application or resume. Otherwise, you’re wasting a valuable opportunity to further demonstrate how closely your background matches the agency’s needs.
- ☐ Think of this a sample of the work you do. Organize the information and present it in an easy-to-read manner. Eliminate bad grammar, misspellings and typos.

SUPPLEMENTAL STATEMENT

Position/Series/Grade: _____ Announcement: _____

Factor # _____ :

Factor # _____ :

Name

Date

SUPPLEMENTAL STATEMENT

Position/Series/Grade: _____ Announcement: _____

Factor # _____ :

Name

Date

<h1>Performance Appraisal</h1>	POSITION TYPE	RATING PERIOD
	<input type="checkbox"/> SUPERVISORY <input type="checkbox"/> NONSUPERVISORY	FROM TO
NAME of EMPLOYEE	POSITION TITLE	
ORGANIZATION (name and Address)		

SECTION I - EMPLOYEE PERFORMANCE RATING					
DIRECTIONS FOR COMPLETING SECTION I					
Rate all employees on the first four factors and rate supervisors on the fifth and sixth factors as well.					
INADEQUATE - Performance falls so short of requirements that corrective action is urgently required. MARGINAL - Performance that is barely satisfactory FULLY MEETS REQUIREMENTS - Performance has been as expected of any average employee in the same position. EXCEEDS REQUIREMENTS - Performance has been better than could reasonably be required. EXCEPTIONAL - Performance has been so much better that could reasonable be required that it deserves special consideration					
	INADEQUATE	MARGINAL	FULLY MEETS REQUIREMENTS	EXCESS REQUIREMENTS	EXCEPTIONAL
1. QUANTITY - The amount of satisfactory work completed by the employee or by the group that the employee supervises.					
2. QUALITY - The excellence of finished work of the employee or the group the employee supervises, regardless of the amount completed.					
3. COOPERATIVENESS - teamwork, willing acceptance of authorized orders or instructions and willing assistance to coworkers in the interest of meeting group objectives.					
4. DEPENDABILITY - availability when needed; punctuality; ability to work effectively without close supervision.					
5. DEVELOPMENT of SUBORDINATES - ability to help subordinate employees in improving their ability to perform assigned duties.					
6. AFFIRMATIVE ACTION FOR EQUAL EMPLOYMENT OPPORTUNITY - ability to identify, utilize, and/or recommend the highest talents of all employees without regard to race, color, religion, sex, national origin, age, or physical handicap.					

OVERALL PERFORMANCE RATING ☐ BELOW AVERAGE ☐ AVERAGE ☐ ABOVE AVERAGE ☐ OUTSTANDING

SECTION II - ASSESSMENT of ABILITIES AND TRAITS RELEVANT TO PROMOTION POTENTIAL					
DIRECTIONS FOR COMPLETING SECTION II					
The employee must be rated on the first six items. Rate the employee on any of the remaining items for which you have sufficient information to make an evaluation. Supervisors should be rated on all factors.					
	LESS THAN AVERAGE	AVERAGE	ABOVE AVERAGE	SUPERIOR	UNABLE TO DETERMINE
1. JUDGMENT - choosing the best way to accomplish work; deciding when and from whom to seek advice; choosing best alternatives in decision making.					
2. PROBLEM SOLVING - Defining and analyzing problems; using all necessary means to solve problems; resourcefulness; ability to improvise.					
3. INITIATIVE - Self-starting action; assuming responsibility; self-reliance; independently recognizing unassigned requirements and recommending action.					
4. FOLLOWING THROUGH ON ASSIGNMENTS - pursuing work to conclusion; coordinating various tasks involved in getting a job done; meeting deadlines.					
5. LEARNING CAPACITY - understanding job procedures and instructions; speed and retention of learning; profiting from past mistakes; applying basic knowledge to new situations.					
6. ADAPTABILITY - Shifting readily to other tasks or assignments; transferring and applying skills and knowledge to accomplish tasks.					
7. PLANNING AND ORGANIZING - setting goals; organizing resources to achieve goals; establishing timetables to accomplish tasks.					
8. COMMUNICATING ORALLY - effectively presenting ideas; persuading others; clarity.					
9. COMMUNICATING IN WRITING - effectively presenting ideas; persuading others; clarity; proper use of grammar and punctuation; skill in developing reports.					
10. CREATIVITY - Contributing new or different ideas; developing new procedures.					
11. LEADERSHIP - inspiring teamwork and productivity; delegating responsibility; maintaining discipline; utilizing others effectively.					
SUPERVISOR (signature and date)	ORGANIZATION NAME				
SUPERVISOR'S TITLE	ORGANIZATION ADDRESS				

QUALIFICATIONS ANALYSIS AND APPRAISAL OF CANDIDATES FOR SUPERVISORY POSITIONS

Name of Candidate	Position To Be Filled	Grade
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I. INSTRUCTIONS FOR DETERMINING JOB REQUIREMENTS: This section is completed by the hiring personnel officer or program manager. Complete Column A by entering "D" for an ability which is desirable; "I" for an ability which is important for acceptable performance; or "E" for an ability which is essential for top quality performance.

II. INSTRUCTIONS FOR RECORDING JUDGMENTS OF CANDIDATES QUALIFICATIONS FOR SUPERVISORY POSITIONS: This section is completed by the candidate's supervisor, fellow employee, or other individual who is knowledgeable of the person's abilities. Check the column under C through F which best expresses from your firsthand knowledge, your assessment of the probability of the candidate's success in the position to be filled. If your knowledge of the candidate's ability was learned from someone else, check column F, "Do Not Know."

IMPORTANCE OF ABILITY (A)	SUPERVISORY ABILITIES & ATTRIBUTES (B)	TRUE ©	MORE TRUE THAN FALSE (D)	MORE FALSE THAN TRUE (e)	DO NOT KNOW (F)
	1. SUPERVISORY ABILITIES				
	a. Define Assignments Or Projects Clearly				
	b. Plan & Carry Out Assignments Efficiently				
	c. Delegate Authority & Responsibility, and Work With & Through Others Effectively				
	d. Instruct, Guide, & Review The Work of Others Effectively				
	e. Establish & Maintain High Standards of Quality & Quantity For The Work Performed				
	f. Be Fair & Objective In Dealing With & Making Judgments of Subordinates				
	g. Understand The Theories & Techniques of Sound Personnel Management In Dealing With Employees Individually & In Groups.				
	h. Motivate, Train, Develop & Guide Employees of Varied Backgrounds And Skill Levels Effectively				
	2. ORGANIZATION & MANAGEMENT ABILITIES				
	a. Devise Economical & Effective Organizational Or Operational Plans & Procedures				
	b. Establish Program Objectives Or Performance Goals & Assess Progress Toward Their Achievement				
	c. Adjust Work Activities & Schedules To Meet Emergency Conditions Or Unanticipated Requirements				
	d. Understand, Interpret & Gain Support for Management Goals & Objectives				
	e. Develop Improvements In or Design New Work Methods & Procedures				
	f. Coordinate & Integrate The Work of Subordinate Employees or Organizational Segments Effectively				
	g. Resolve Organizational, Management, Personnel & Technical Problems				
	3. ABILITY TO MAKE RECOMMENDATIONS & DECISIONS				
	a. Absorb New Facts & Concepts Quickly				
	b. Analyze Complex Issues or Problems Thoroughly & Quickly				
	c. Keep Organizational Objectives In Mind				
	d. Assess The Advantages & Disadvantages of Alternative Plans or Course of Action				
	e. Make Sound Decisions, E.G., Based on Past Experience, Present Effort, And Future Outcome				
	f. Accept Responsibility				
	4. COMMUNICATIONS ABILITIES				
	a. Communicate Effectively With Management, Employees & (where appropriate) Employee Groups				
	b. Foster An Attitude of Responsive Service To The Public				
	c. Be Skilled In Oral & Written Communications				
	d. Maintain Poise, Handle Controversial Or Delicate Matters Skillfully				
	e. Persuade Others To Consider & Accept His/Her Position Or Point of View				
	f. Communicate Effectively With Individuals Or Groups With Different:: 1) Backgrounds; 2) Levels of Educational Attainment; And 3) Personal, Program, Or Organizational Aims and Interests				
	5. PERSONAL ATTRIBUTES				
	a. Adjust to Change, Work Pressures, Or Difficult Situations Without Undue Stress				
	b. Be Able & Willing To Judge People & Situations On The Facts				
	c. Consider New Ideas Or Divergent Points of View				
	d. Have A Positive Outlook Toward The Work & The Employing Organization				
	e. Have Confidence In His/Her Own Ability				
	f. Have The Courage of His/Her Convictions				

YOUR RELATIONSHIP WITH THE CANDIDATES

A. Employer Or Supervisor

B. Fellow Employee

C. Other (Specify):

FROM

TO

Your Present Position Or Title

Signature

Date Signed

Indicate Academic Field:						Indicate Academic Field:					
DESCRIPTIVE TITLE	Completion Date	Grade	Sem	Qtr	Class Room	DESCRIPTIVE TITLE	Completion Date	Grade	Sem	Qtr	Class Room
TOTAL						TOTAL					

PART II - PRIVACY ACT STATEMENT AND CERTIFICATION

The Office of Personnel Management is authorized by section 1302 of Chapter 12 (Special Authority) and sections 3301 and 3304 of Chapter 33 (Examination, Certification, and Appointment;) of Title 5 of the U.S. Code to collect the information on this form.

Executive Order 9397 (Numbering System for Federal Accounts Relating to Individual Persons) authorizes the collection of your Social Security Number (SSN). Your SSN is used to identify this form with your basic application. It may be used for the same purposes as stated on the application.

- The information you provide will be used primarily to determine your qualifications for Federal employment. Other possible uses or disclosures of the information are:
1. To make requires for information about from any source; (e.g., former employers or schools).that would assist an agency in determining whether to hire you.
 2. To refer your application to prospective Federal Employers and, with your consent, to others (e.g., State and local governments) for possible employment.
 3. To a Federal, State, or local agency for checking on violations of law or other lawful purposes in connection with hiring or retaining you on the job, or issuing you a security clearance.
 4. To the courts when the Government is party to a suit; and
 5. When lawfully required by Congress, the Office of Management and Budget, or the General Services Administration.

Providing the information requested on this form, including your SSN is voluntary. However, failure to do so may result in your not receiving an accurate rating, which may hinder your chances for obtaining Federal employment.

PUBLIC BURDEN INFORMATION:
 Public burden reporting for this collection of information is estimated to take approximately 40 minutes per response, including time for review instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Office, U.S. Office of Personnel Management, 1900 E Street N.W., Room 3208, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3200-0038), Washington, D.C. 20503.

ATTENTION - THIS STATEMENT MUST BE SIGNED
 Read the following paragraph carefully before signing this statement

A false answer to any question in this Statement can be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (US Code, Title 18, Sec 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation

CERTIFICATION I CERTIFY that all of the statements made in this Statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith	Signature (Sign in ink)	Date Signed
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COMPLETE PART III ON THE NEXT PAGE IF YOU CLAIM SUPERIOR ACADEMIC ACHIEVEMENT

PART III - SCHOLASTIC ACHIEVEMENT

NOTE: This part is for the use of college students and graduates who may qualify for some GS-7 positions on the basis of undergraduate scholastic achievement, as provided in an open job announcement. *See the appropriate job announcement for complete requirements.* Proof of scholastic achievement under one of these provisions should not be submitted with your application, but will be required by the hiring agency at the time of appointment. If you do not wish to qualify on this basis or if you do not meet the scholastic requirements for the position, do not complete this part. In any case, YOU MUST SIGN YOUR NAME AFTER THE CERTIFICATION STATEMENT AT THE BOTTOM OF PAGE 3.

A. COLLEGE OR CLASS STANDING. Must be in upper third of your graduating class in the college or university, or major subdivision such as School of Engineering, School of Business Administration, etc.

NUMBER IN CLASS _____ YOUR STANDING _____

Proof of class standing should be in the form of a statement in writing from the institution's registrar, the dean of your course of study, or other appropriate official. This statement of class standing must be based on a suitable measure of your academic performance, such as the results of a comprehensive examination or an overall faculty assessment, and must indicate the basis of the judgment. Class standing must be based on your standing in your college or university or the first major subdivision (e.g., the School of Business Administration, the College of Arts and Sciences, etc.). Subdivisions below this level, i.e., a single academic department within a large university, such as the English Department or the Accounting Department, are not recognized as major subdivisions for this purpose.

B. COLLEGE-GRADE POINT AVERAGE. Your grade-point average (GPA) should be recorded in the manner that is most beneficial to you, using one of the methods below. Your grade-point average must be expressed in terms of a value on a 4.0 scale based on 4 years, the last 2 years, or courses completed in the major field of study.* If computing your GPA, indicate the method used and period covered by checking the appropriate boxes in item 2 and in item 3 below, and compute your average in the space provided below on this page.

1. GPA as recorded on final transcript _____ (Transcript must cover at least the last 2 years)
2. (Check One) _____ Average of undergraduate courses _____ Average in major field of study
3. (Check One) _____ At time of filing * _____ All 4 years _____ Last 2 years

* You may be rated provisionally eligible if you are a senior student, provided you have the required average in the junior year. You will be required to submit evidence at the time of appointment that you maintained the required average during your senior years.

In computing your grade-point average, round to the first decimal place (e.g., 2.95 = 3.0, 2.94 = 2.9, 3.45 = 3.5, etc.). If your college uses a different system, explain below, or on an attachment, how it compares with the grade-point average on a 4.0 scale.

If more than 10 percent of your courses were graded on a pass/fail system rather than on a traditional rating system, you can usually claim credit under the scholastic achievement provision based only on class standing or membership in a national honor society. The exception is if you can document that only your freshman-year courses (25 percent or less of your total credits) were credited on a pass/fail or similar system.

NO. OF SEMESTER OR QUARTER HOURS AT 4.0 ("A")	_____	X	4 =	_____
NO. OF SEMESTER OR QUARTER HOURS AT 3.0 ("B")	_____	X	3 =	_____
NO. OF SEMESTER OR QUARTER HOURS AT 2.0 ("C")	_____	X	2 =	_____
NO. OF SEMESTER OR QUARTER HOURS AT 1.0 ("D")	_____	X	1 =	_____
NO. OF SEMESTER OR QUARTER HOURS AT 0.0 ("F")	_____	X	0 =	_____
TOTAL (1)	_____	TOTAL (2)	_____	

COMPUTED GRADE-POINT AVERAGE _____
Total (2) divided by Total (1)

C. HONOR SOCIETY MEMBERSHIP. Must be one of the national scholastic honor societies meeting the minimum requirements of the Association of College Honor Societies (other than freshman scholarship honor societies).

Name of honor society and date you were elected to membership _____

Re-Print: OPM Instructions for OF-306

Declaration for Federal Employment Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations decid-

ing claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees;

Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Declaration for Federal Employment

GENERAL INFORMATION

1. FULL NAME	2. SOCIAL SECURITY NUMBER
3. PLACE OF BIRTH (Include City and State or Country)	4. DATE OF BIRTH (MM/DD/YY)
5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc.)	6. PHONE NUMBERS (Include Area Code)
	DAY
	NIGHT

MILITARY SERVICE

7. Have you served in the United States Military Service? If your only active duty was training in the Reserves or National Guard, answer "NO"	Yes	No

If you answered "YES" list the branch, dates (MM/DD/YY), and type of discharge for all active duty military service.

BRANCH	FROM	TO	TYPE OF DISCHARGE

BACKGROUND INFORMATION

For all questions, provide all additional requested information under item 15 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 8, 9, and 10, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar State law, and (5) any conviction whose record was expunged under Federal or State law.

- 8 During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "Yes", use item 15 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.
- 9 Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "NO".) If "Yes", use item 15 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.
- 10 Are you now under charges for any violation of law? If "Yes", use item 15 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.
- 11 During the last 5 years, were you fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management? If "Yes", use item 15 to provide the date, an explanation of the problem and reason for leaving, and the employer's name and address.
- 12 Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "Yes", use item 15 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.

Yes	No

ADDITIONAL QUESTIONS

- 13 Do any of your relatives work for the agency or organization to which you are submitting this form? (Includes father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If "Yes" use item 15 to provide the name, relationship, and the Department, Agency, or Branch of the Armed Forces for which your relative works.
- 14 Do you receive, or have you ever applied for, retirement pay, pension, or other pay based on military, Federal, civilian or District of Columbia Government service?

Yes	No

CONTINUATION SPACE / AGENCY OPTIONAL QUESTIONS

15 Provide details requested in items 8 through 13 and 17c in the continuation space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position, and your agency is authorized to ask them).

CERTIFICATIONS / ADDITIONAL QUESTION

APPLICANT: If you are applying for a position and have not yet been selected. Carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, complete item 16/16a.

APPOINTEE: If you are being appointed. Carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initiating and dating all changes and additions. When this form and all attached materials are accurate, complete itme 16/16b and answer item 17.

16 I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees of the Federal Government. I understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

16a Applicant's Signature (Sign in ink)	Date
16b Appointee's Signature (Sign in ink)	Date
	APPOINTING OFFICER: Enter Date of Appointment or Conversion

17 Appointee Only (Respond only if you have been employed by the Federal Government before): Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

17a When did you leave your last Federal job?	Date (MM/DD/YY)		
17b When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance?	Yes	No	Don't Know
17c If you answered "Yes" to item 17b, did you later cancel the waiver(s)? If your answer to item 17c is "No", use item 15 to identify the type(s) of insurance for which waivers were not cancelled.			

Name (Last, First, Middle Initial)	Social Security Number
Job Title or Announcement Number You Are Applying For	
<h2 style="margin: 0;">Pre-Appointment Certification Statement for Selective Service Registration</h2>	
Important Notice	<p>If you are a male born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.</p>
Privacy Act Statement	<p>We need information on your registration with the Selective Service System to see whether you are affected by the laws we must follow in deciding who may be employed by the Federal Government.</p>
Criminal Penalty Statement	<p>A false statement by you may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).</p>
Review	<p>If your employing agency has informed you that you cannot be appointed to a position in an executive agency because of your failure to register, and you wish to establish that your non-compliance with the law was neither knowing nor willful, you may write to</p> <p style="margin-left: 40px;">U.S. Office of Personnel Management NACI Center IOD-SAB Boyers, PA 16018</p>
<h3 style="margin: 0;">Certification of Registration Status</h3>	
<p><input type="checkbox"/> I certify that I am registered with the Selective Service System.</p> <p><input type="checkbox"/> I certify that I am not required to be registered with the Selective Service System.</p>	
<hr style="width: 80%; margin: 0 auto;"/> <p>Legal signature (please use ink)</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date signed (please use ink)</p>

Application Assembly Check List

Before you submit your federal job application, use this check list to make sure that your package is complete.

- ☐ Have you clearly identified the job for which you are applying?
- ☐ Did you sign and date your application? Only original signatures in ink will be accepted. Even a resume needs to be signed and dated for many federal agencies.
- ☐ Did you complete all questions that you left blank when you created your master OF-612 or master SF-171?
- ☐ If you prepared extra attachments, did you identify each with the opening's job title, grade and announcement number as well as your name and social security number?
- ☐ Did you include the special application forms (if any) required by the job vacancy announcement?
- ☐ Did you include the special application forms listed below which apply to your situation?

1. If the job announcement does **not** require the submission of a **specific** performance appraisal form, submit a copy of your most recent on-the-job performance appraisal. Candidates with no prior federal service and federal employees who do not have a current performance appraisal can use the general purpose appraisal form on page 33. Ask a current or former supervisor to complete it for you. Then make photocopies to submit with your application.

2. When applying for a supervisory job, submit OPM Form 300, "Qualifications Analysis and Appraisal of Candidates for Supervisory Positions," found on page 34.

3. If you are a current or former federal employee, submit a copy of your last Personnel Action Form (SF-50).

4. If you are claiming Veterans Preference, attach a copy of Form SF-15, "Application for 10-Point Veterans Preference" or a DD-214, "Certificate of Release or Discharge from Active Duty" or other suitable proof.

5. If you are a male born after December 31, 1959, attach a Selective Service Registration Certification. A form for your use is on the facing page.

6. If you are relying on your educational background as a substitute for required work experience, include OPM Form 1170/17. This four-page form is included in your kit starting on page 35.

7. If the federal occupation for which you are applying requires the completion of specific course work, submit OPM Form 1170/17. (A copy of this form begins on page 35.) Some examples include GS-110 Economist, GS-180 Psychologist, GS-185 Social Worker, GS-510 Accountant, GS-511 Auditor, GS-1410 Librarian, etc.

- ☐ Is your package assembled in an orderly fashion? Can a reviewer read it front to back, just like a book? The following sequence is best.

1. Your basic application (the OF-612, SF-171 or federal-style resume.)

2. Supplemental Statement relating your background to specific job elements (if required by the job announcement). Tips and forms for this begin on page 30 in this kit.

3. Performance appraisal form(s)

4. Other pertinent attachments, for example: Forms SF-50, SF-15, DD-214, Selective Service Registration Certification and/or OPM Form 1170/17.

- ☐ Is your application package longer than ten pages? If so, remove the inappropriate attachments. Make sure that you submit only one of the application options: the OF-612, the SF-171 or a resume. Never add a resume to the OF-612 or the SF-171. Also never attach items such as: position descriptions, work products such as drawings or publications (unless they are specifically requested), organization charts, copies of college degrees, newspaper clippings and articles, certificates of training, old performance appraisals, military orders, and old letters of appreciation.

- ☐ Did you keep the originals of your forms to use to photocopy future applications?

- ☐ Did you make a record of this application (date applied, job title, announcement number, application address and phone contact) so you can follow up on it later? A Vacancy Tracking Log form to help you keep track of your application status is on the next page.

Vacancy Tracking Log

Agency: _____ Announcement # _____

Position: _____ Grade Level: _____

GS Series: _____ Location: _____

Closing Date: _____ Date Application Submitted: _____

Agency Contact: _____ Phone Number: _____

Comments: _____

Follow-up Actions

Date: _____ Action Taken: _____

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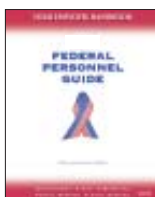
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