

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.

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

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

From(mm-dd-yyyy)	To(mm-dd-yyyy)	Salary	Per	Hours per week
Employer's name and address			Supervisor's name and phone number	

Describe your duties and accomplishments

From(mm-dd-yyyy)	To(mm-dd-yyyy)	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 College and universities attended. Do not attach a copy of your transcript unless requested.

1) Name			Total Credits Earned		Major(s)	
City	State	Zip Code				
3) Name			Total Credits Earned		Major(s)	
City						
5) Name			Total Credits Earned		Major(s)	
City						

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 date 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 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 Where you ever a Federal civilian employee?

No Yes → for highest civilian grade give:

Series	Grade	From	To

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 (mm-dd-yyyy)