

## 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.**

<b>1</b> Job title in announcement		<b>2</b> Grade(s) applying for	<b>3</b> Announcement number
<b>4</b> Last Name	First and middle names		<b>5</b> Social Security Number
<b>6</b> Mailing address			<b>7</b> 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.

Job title (if Federal, include series and grade)

**1)**

From	To	Salary \$	Per	Hours per week
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Employer's name and address	Supervisor's name and phone number
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Describe your duties and accomplishments

Job title (if Federal, include series and grade)

**2)**

From	To	Salary \$	Per	Hours per week
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Employer's name and address	Supervisor's name and phone number
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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.

Name <b>1)</b>			Total Credits Earned		Major(s)	Degree-Year (if any) Received
			Semester	Quarter		
City	State	ZIP code				
Name <b>2)</b>			Total Credits Earned		Major(s)	Degree-Year (if any) Received
			Semester	Quarter		
City	State	ZIP code				
Name <b>3)</b>			Total Credits Earned		Major(s)	Degree-Year (if any) Received
			Semester	Quarter		
City	State	ZIP code				

**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

**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 | 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 \_\_\_\_\_

**MILITARY SERVICE**

**(Applies to men only)**

1/ Completion of Military Service:                      YES                       NO

2/ If your answer to question No. 1 in **NO**, please use the space below to answer the following:

What is the reason for not completing your obligatory military service?  
If the reason is deferment, please describe details, i.e. reason for deferment (medical, education, etc.), until when you are deferred (*date*), when do you intent to complete your national military service obligation (*year*)?

**Do you have any relatives or family members who are currently employed or have been employed by the US Mission in Sofia?**

YES                       NO

If **YES**, list names, relationship, agency/section, position titles and dates of employment:

<i>Name</i>	<i>Relationship</i>	<i>Agency/Section</i>	<i>Position</i>	<i>Dates of Employment</i>

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_