



Foreign Service Officer  
Test

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## Welcome!

**Thank you for considering a career in the Foreign Service!**

The Foreign Service is a career like no other; every day Foreign Service Officers (FSOs) represent the United States to the world, promoting peace, stability and prosperity. We welcome your interest in this challenging, unique work where you can be involved in the important issues of the world, where you can contribute, and make a difference.

**The FSO selection process has four stages:**

1. In the first stage, you will fill out a **Registration package** that consists of an application form and a set of personal narrative questions that, taken together, provide information about your experience and qualifications.
2. The second stage of the selection process is the **Foreign Service Officer Test**. After you have submitted your Registration package, and there are seats available for a given testing window, you will be notified by email with instructions on how to schedule your appointment. Seating during each testing window will be limited, so email invitations to schedule test appointments will be sent to registrants on a first-come, first-served basis according to when the completed Registration package was approved.
3. In the third stage, a **Qualifications Evaluation Panel** will consider your full application file.
4. You will then receive an electronic notification informing you whether or not you have been invited to the fourth stage, the **Foreign Service Oral Assessment**.

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## Register for the Test

Please fill out the application form and personal narrative questions with care, for they will provide information about you that will be central to the selection process. Before continuing, we recommend that you take time to thoroughly review the following areas in this website:

- [Guide to the Foreign Service Officer Selection Process](#) (PDF download)
- [Foreign Service Officer Selection Process Schedule and Deadlines](#) (PDF download)
- [Career Resources](#): This site provides information concerning the Foreign Service career and will help you make a careful, informed decision on which Career Track to choose.
- [Frequently Asked Questions](#)

You can go back to any of the above sites at any time during this registration phase.

You may also wish to [buy the Study Guide](#) for the Foreign Service Officer Test.

The Foreign Service Officer Test (FSOT) will be offered at multiple sites during several annual testing windows lasting as many as eight days.

Scheduling is limited and invitations will be sent to the first eligible examinees approximately one month after registration begins.

If you are requesting reasonable accommodation, you are urged to register for the test at least three weeks in advance; otherwise, we cannot guarantee that the accommodation will be in place on the test date and you may be asked to schedule for the following test window. Requests for accommodations and complete, current (within the last five years) supporting documentation must be received at least three weeks before the test date you are requesting. (See complete details in the Guide to the Foreign Service Office Selection Process.)

### Application Instructions

You may begin work on the online registration package below whenever you are ready. Please be aware that the registration package will take approximately 3 hours to complete. However, you do not have to finish it in one sitting; you may return at any time to amend or complete it, and then submit it. Be aware that once you have submitted your registration package, you may not amend any part of it except to update any changed contact information (phone numbers, address and email address only).

Please be sure the cookies option in your browser is turned on. While you are in this registration program, do not open any additional browser windows, and do not use your browser Back button, or you will lose your data.

[Register Now!](#)



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## The Department of State's Privacy Notices

### Privacy Act Statement

**Authority:** Section 301 of the Foreign Service Act of 1980, as amended, 22 U.S.C. s3941.

**Purpose:** Information is being collected on this form to determine your eligibility to take the Foreign Service Officer Test, to register you for the Foreign Service Officer Test, to assess your qualifications for selection as a Foreign Service Officer, and to ensure the integrity of the examination process.

**Routine Uses:** The information on this form may be used to prepare statistical reports and analyses at the Department of State. Such reports and analyses are prepared in such a way that data is not identifiable with an individual, and may be shared outside the Department of State. This information may also be made available to other federal agencies in response to a request for information about hiring or retention of an employee, or to Members of Congress in response to an inquiry on behalf of the applicant.

Your Social Security number is used as your applicant identification number. Executive Order 9397 authorizes solicitation of your Social Security number for use as an identifier in personnel records management, thus ensuring proper identification of candidates throughout the selection and employment process. Furnishing your Social Security number, as well as other information requested on the form, is voluntary, but failure to do so may prevent timely processing of your application or may prevent us from registering you for the Foreign Service Officer Test.

### Paperwork Reduction Act

Public reporting burden for this collection of information is estimated to average three hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, A/ISS/DIR, 1800 G St. NW, Washington, DC 20520.

### Privacy Act Notification

This system contains information protected under the provisions of the Privacy Act of 1974 (Public Law 93-579). Any privacy information displayed on the screen or printed shall be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, a fine of up to \$5,000, or both.

### Department of State's Website Privacy Notices

- <http://www.state.gov/misc/415.htm>

Continue



# Foreign Service Officer Test (DS-1998E)

OMB No. 1405-0008  
Expires 10-31-09  
Estimated Burden 3 hours

\*\*\* WARNING\*\*WARNING\*\*WARNING\*\*\*

Unauthorized access is a violation of U.S. Law and Department of State policy, and may result in criminal or administrative penalties. Users shall not access other user's or system files without proper authority. Absence of access controls IS NOT authorization for access! DOS information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring by law enforcement and authorized Department officials. Monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by law enforcement and authorized Department officials. Use of this system constitutes consent to such monitoring.

\*\*\* WARNING\*\*WARNING\*\*WARNING\*\*\*

[Create an account](#) or log in below:

User ID:

Password:  [Forgot User ID or Password?](#)

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## Create an Account

\* = required

[Privacy Policy](#)

### Begin Application Form

Title:	<input type="text"/>
* Last Name:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Suffix:	<input type="text"/>
* Date Of Birth:	<input type="text"/> MM/dd/yyyy
* SSN:	<input type="text"/>
* Email:	<input type="text"/>
Telephone Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Cellphone Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Business Telephone Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>

### Current Address

* Current Address 1:	<input type="text"/>
Current Address 2:	<input type="text"/>
* Current City:	<input type="text"/>
* Current State:	<input type="text"/>
Current Zip Code:	<input type="text"/>
Current Postal Code:	<input type="text"/>
* Current Country:	<input type="text"/>

### Permanent Address

Permanent Address 1:	<input type="text"/>
Permanent Address 2:	<input type="text"/>
Permanent City:	<input type="text"/>
Permanent State:	<input type="text"/>
Permanent Zip Code:	<input type="text"/>
Permanent Country:	<input type="text"/>
Secondary Postal Code:	<input type="text"/>

### ACT Privacy Statement

* I have read the <a href="#">ACT Privacy Statement</a> , and I agree to its terms and conditions.: (2)	<input type="text"/>
---	----------------------

Select Your User ID and Password

**Select Your User ID and Password**

Your user ID must be 3 to 100 characters long and password must be 6 to 12 characters long. Use letters of the alphabet (A-Z or a-z) and numerical digits (0-9) only. Choose combinations that will be easy for you to remember but hard for others to guess.

<b>* New User ID:</b>	<input type="text"/> <input type="button" value="Generate ID"/>
<b>* New Password:</b>	<input type="password"/>
<b>* Reenter New Password:</b>	<input type="password"/>

**Select Your Security Question and Answer**

If you forget your password, you will have to answer this question correctly to reset it.

<b>* Security Question:</b>	<input type="text" value="- Select-"/>
<b>* Your Answer:</b>	<input type="text"/>

**Select Language Preference**

If you do not select a language, the language displayed below will be selected by default

<b>Select Language:</b>	<input type="text" value="English"/>
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Close This Window

## **ACT, Inc. Privacy Statement for the Website for the U.S. Foreign Service Officer Test**

ACT, Inc., located in Iowa, United States ("ACT") provides test registration and delivery services for the Foreign Service Officer Test ("FSOT") written exam on behalf of the United States Department of State ("DOS"). In order to perform these services for DOS, ACT will collect information such as your name, e-mail address or other information which can be used to identify you as an individual ("Personal Information").

This Privacy Statement governs ACT's collection and use of Personal Information on behalf of DOS on the website starting at <http://www.act.org/fsot> (the "Site"). Your indication that you agree to the Privacy Statement constitutes your acceptance of and consent to each of the provisions of this Privacy Statement.

This Privacy Statement does not apply to any other products or services of ACT, or to any of its other websites, including its general website at [www.act.org](http://www.act.org). As used in the Privacy Policy, "ACT" and "we/our" refers to ACT, Inc.

### **Information Sent to the United States**

The information you submit on the Site will be received by, and processed and stored on our servers, which are located within the United States. Although ACT will collect and use your Personal Information only as stated in this Privacy Statement, laws generally applicable to the protection of personal data in the United States may not be as stringent as those in the country where you are located (if you are outside the United States).

### **Personal Information We Collect**

"Personal Information" includes information that can identify you as a specific individual, such as your name or email address. Personal Information does not include aggregate or statistical information. When you register for the FSOT, ACT on behalf of DOS, collects certain Personal Information that you provide voluntarily when using the Site including, but not limited to name, address, and various background information. When you take the FSOT, ACT also collects your exam responses.

### **Use of Information by DOS**

DOS will receive all Personal Information provided by you to ACT. For further information regarding how DOS uses this information, please visit its Privacy Policy at [INSERT LINK]. ACT is not responsible for how DOS uses this information.

### **How ACT Uses Your Personal Information**

In order to perform services for DOS, ACT uses your Personal Information to:

- Confirm contact information
- Contact you regarding the FSOT
- Administer the FSOT and report FSOT results to DOS
- Improve the Site and other internal business systems and procedures for the benefit of DOS
- Perform quality control and training, research and analysis, and related services for DOS
- Resolve disputes
- Cooperate with government agencies or others as necessary to comply with the law or in response to legal or administrative processes such as subpoenas.

### **Disclosure of Personal Information by ACT**

With the few exceptions provided below, ACT is obligated to maintain the confidentiality of the information we collect and process on behalf of DOS, and to use such information only in order to provide requested services to DOS. ACT may also:

- engage its own third party service providers to assist ACT in carrying out its services for DOS. All such service providers will be required to maintain the confidentiality of all Personal Information and to use such information only to provide services to ACT.
- provide the Personal Information to government agencies or others as necessary to comply with the law or in response to legal or administrative processes such as

subpoenas.

## **Cookies and Log Files**

In addition, when you access the Site, certain non-personal information is automatically logged about your visit. This information may include your operating system, screen settings, Web browser software, and referring website, if any. This non-personal information may be used internally by ACT and/or shared with DOS for system improvement and administration, security, statistical analysis purposes, and other internal business purposes.

## **Accessing and Deleting Your Personal Information**

Should you wish to access or delete your Personal Information, or exercise other rights you may have under applicable law, you may contact ACT at the e-mail address or postal address noted below. To the extent permitted by our agreement with DOS, ACT will modify your data in our files or otherwise comply with your request to the greatest extent possible given our system configurations. If you request that ACT delete your Personal Information, ACT may make the information unavailable for use rather than fully deleting it from our systems. Please be aware that, with the exception of contact information, you may not change your registration information after you submit it.

Foreign Service Officer Test  
101 ACT Drive  
P.O. Box 4070  
Iowa City, Iowa 52243-4070 USA

E-mail address: [fsot@act.org](mailto:fsot@act.org)

Correction or deletion of data by ACT will not affect data previously transmitted to DOS under ACT's service agreement with DOS. You should contact DOS directly with regard to these requests.

## **Security**

ACT has adopted reasonable and appropriate measures to protect the security of the Personal Information it collects and processes on behalf of other parties. We employ industry standard practices to safeguard such information. Despite these protections, however, we cannot guarantee that such information will never be disclosed in a manner inconsistent with this Privacy Statement (for example, as a result of unauthorized acts by third parties that violate applicable law). Unless your Personal Information is deleted in accordance with your request as set forth above under "Accessing and Deleting Your Personal Information," such information will be stored in ACT's systems until deletion is required by our agreement with DOS.

## **DOS and Other Sites' Information Practices**

The Site may contain links or references to other sites, including the reference above to the Privacy Policy of DOS. ACT does not control the privacy policies or practices of DOS or any other owner of these referenced or linked websites, and is not responsible for the content, policies or actions of those website owners (including DOS) with regard to your Personal Information. You should review those policies before providing any information.

## **Children's Privacy**

This Site is not targeted at children. We ask that children under the age of 13 do not use the Site.

## **Changes to this Privacy Statement**

ACT may change this Privacy Statement at any time by posting revisions to the Site or otherwise notifying you of the changes. Your continued usage of the Site after such changes are posted constitutes acceptance of each revised Privacy Statement.

## **Effective Date**

The effective date of this Privacy Statement is [INSERT DATE PRIVACY STATEMENT IS POSTED], 2007.

## **Contact Us**

If you have any questions or comments about this Privacy Statement, you may contact us at [webmaster@act.org](mailto:webmaster@act.org).

Close This Window







# Foreign Service Officer Test (DS-1998E)

OMB No. 1405-0008  
Expires 10-31-09  
Estimated Burden 3 hours

Home

bob smith

home address here home town here CA 92134

Update Account Info

Change Password

Log Out

## Your Registration

Please press "Launch" to complete the registration process.

Title - click a title for details	Date	Next/Options
<a href="#">Complete My Registration v.5-13-2007</a>		<input type="button" value="Launch"/>

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Eligibility

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## Eligibility

Applicants must be citizens of the United States.

Applicants must be at least 20 years old on the date they submit their Registration package. They must be at least 21 years of age to be appointed as a Foreign Service Officer.

Applicants must not be older than 59 years of age on the date they submit their Registration package. Appointment as a Foreign Service Officer must occur before an applicant reaches the age of 60.

Applicants must be available for worldwide assignment, including Washington, D.C.

No applicant will be considered who has previously been separated from the Foreign Service under sections 607, 608, 610, or 611 of the Foreign Service Act of 1980, as amended, or who resigned or retired in lieu of separation under these provisions. In addition, no applicant will be considered who has previously been separated for failure to receive a career appointment under section 306 of the Foreign Service Act of 1980, as amended or who resigned or retired in lieu thereof. No specific educational level or proficiency in a foreign language is required for applicants.

\* I certify that I will be at least 20 years of age and no older than 59 on the date of the Foreign Service Officer Test registration.

- Yes  
 No

\* I certify that I am a U.S. citizen. (You must be a citizen of the United States to apply.)

- Yes  
 No

\* Are you available for worldwide assignment, including Washington, D.C.?

- Yes  
 No

### Non-Disclosure/Conduct Policy Statement

In order to take the Foreign Service Officer Test, you must first read and agree to the terms stated below:

I understand, acknowledge and agree:

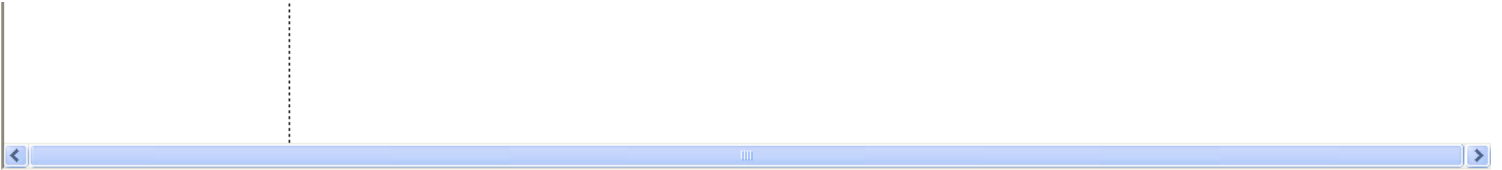
1. That the Foreign Service Officer Test (FSOT) is protected by U.S. copyright laws and that disclosure of FSOT content could result in civil liability, criminal penalties, cancellation of test results, or denial of employment.
2. That I will maintain the confidentiality of the test content and not disclose, publish, distribute, reproduce and/or transmit any test material, in whole or in part, in any form or by any means (verbal, written, electronic or mechanical), at any time or for any purpose.
3. That I will not obtain FSOT content (including questions and answers) from unauthorized sources.
4. That the Department of State reserves the right to cancel or withhold test results and/or disqualify my application when, in its judgment, a testing irregularity occurs, including but not limited to candidate misconduct, plagiarism, and misrepresentation of material fact.
5. That my registration is valid for up to 12 months and that my eligibility to sit for the FSOT is limited to no more than once during this period.
6. That, while there is no charge to take the FSOT, I will pay a non-refundable fee of \$50.00 for failure to cancel a test appointment at least 48 hours before the test date or failure to show up for the scheduled test appointment.

\* **AGREEMENT:** I am a bona fide applicant taking this test to pursue a Foreign Service Career and I agree to the above Non-Disclosure/Conduct Policy Statement.

- Yes  
 No

\* = Required

Submit





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## About You

**OTHER NAMES EVER USED:** Please list any other names that you have ever used (Maiden, Nicknames, etc.).

**SPOUSE/COHABITANT A U.S. CITIZEN:** Is your spouse/cohabitant a U.S. citizen?

- Yes  
 No

If "NO", select the country of his/her citizenship.

- Select -

**\* PREVIOUS GOVERNMENT EMPLOYMENT:** Were you ever employed as a civilian by the Federal Government?

- Yes  
 No

If "YES" mark all that apply. You may mark one or more choices.

- Temporary  
 Career-Conditional  
 Career  
 Excepted

**\* GOVERNMENT SERVICE RETIREMENT PAY:** 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

**\* EDUCATION LEVEL:** Select the highest education level that you have completed.

- Grade 10  
 Grade 11  
 Grade 12 or GED  
 Vocational or Technical Program  
 College: 1 year  
 College: 2 years  
 College: 3 years  
 College: 4 years  
 College: AA  
 College: BA/BS  
 Graduate Studies  
 Masters  
 Professional Degree  
 JD/Other Law Degree  
 Doctorate

**\* STUDENT STATUS:** What is your current student status?

- Full-time Student  
 Part-time Student  
 Not a Student

### HIGH SCHOOL INFORMATION:

**\* High School Name**

**\* High School City**

**\* Select High School State.**

- Select -

**YEARS WORKED:** Select your total number of years of full-time, part-time paid or volunteer work.

- Select -

**OVERSEAS EXPERIENCE:** If you have lived or worked overseas, check the appropriate overseas experience box.

- Student
- Dependent
- Peace Corps
- Military
- Government
- Business
- NGO or IO
- Other overseas experience

If you chose "Other overseas experience" above, list the other experience.

**YEARS OF OVERSEAS EXPERIENCE:** Select the total number of years of your overseas experience.

- Select -

**SPECIAL SKILLS:** List any special skills (e.g. computer), experiences, current licenses, honors, awards, special accomplishments, and/or training (with date completed).

500 characters left

\* **WHEN HEAR:** When did you first hear about the Foreign Service?

- In High School
- In College
- In Graduate School
- After Completing School

\* **HOW HEAR:** Select the initial source of how you heard about the Foreign Service. Select only one.

- Careers.state.gov
- Other Website
- Department of State Diplomat in Residence
- Department of State Recruiter
- Listserv message from careers.state.gov
- Friend or Relative Working for Department of State
- Email Marketing
- Direct Mail
- Commercial Career Fair
- College Career Fair
- Magazine
- Military Transition Assistance Program or Military Career Fair
- Newspaper
- Professional Organizations
- Poster
- Radio Advertisement
- Radio or TV Interview
- College or School Career Counselor
- Teacher, Professor or Other Faculty
- Other

If you answered Other Website above, please specify the other website.

If you answered Magazine above, please specify the magazine.

If you answered Newspaper above, please specify the newspaper.

If you answered Professional Organizations above, please specify the Professional Organization.

If you answered Other above, please specify other source.

\* **TEST STATUS:** Have you ever taken the Foreign Service Officer Test before?

- Yes  
 No

**STUDENT PROGRAMS:** Select the appropriate choice from the list below if you have participated in any of the Department of State's student programs.

- Student Intern  
 Summer Clerical  
 Presidential Management Intern  
 Cooperative Education  
 Stay-in-School  
 Fascell Fellow  
 Pickering/Rangel Fellow  
 None of the above

\* **SECURITY CLEARANCE:** Do you have or have you had a Security Clearance?

- Yes  
 No

If yes, what type of security clearance and who issued the clearance?

\* = Required

Save

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## Military Service

**SELECTIVE SERVICE:** If you are a male born after December 31, 1959, have you registered with the Selective Service?

- Yes
- No

**VETERANS' PREFERENCE:** If you do not claim veterans' preference, mark the "No Preference" box. You cannot receive veterans' 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 veterans' 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 Veterans' Preference Act. Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veterans' 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 1, 1955 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 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 Armed 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 previous four conditions, you qualify for 5-Point Preference. If you want to claim 5-Point Preference and do not meet the requirements for 10-Point Preference, mark the box next to "5-Point Preference." If you think you qualify for "10-Point Preference", review the requirements described in Standard Form (SF) 15, Applications for 10-Point Veterans' Preference. The SF-15 is available from any Federal Job Information Center. If you claim "10-Point Preference", choose "10-point Preference" below. The 10-Point Preference groups are: Non-Compensably Disabled or Purple Heart Recipient, Compensably Disabled (less than 30%), Compensably Disabled (30% or more), and Spouse, Widow(er) or Mother of a deceased or disabled veteran.

You will later be required to submit a completed SF-15 with the proof requested in the SF-15, in order to receive "10-Point Preference".

**VETERANS' PREFERENCE:** Select your Veterans' Preference.

- No Preference
- 5-point Preference
- 10-point Preference

\* **MILITARY EXPERIENCE:** Have you had any military experience?

- Yes
- No

\* = Required

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## Career Track Selection

### CAREER TRACK SELECTION SUMMARY

Career candidates can expect to spend most, if not all, of their Foreign Service careers in the career track selected during registration. All candidates are urged to read carefully the detailed descriptions in the **Guide to the Foreign Service Officer Selection Process** before making a decision. A brief overview of each career track is provided below.

#### Management Career Track:

- Develop contacts with host country government and business officials.
- Manage multi-million dollar operational and real estate budgets.
- Hire, train and supervise host country employees.
- Maintain U.S. government offices and residences within the host country.
- Negotiate bilateral work agreements and reciprocal tax treatment.
- Advocate for the interests of the U.S. with the host government.

#### Consular Career Track:

- Acquire expertise in local laws, customs, and political climate.
- Provide both emergency and non-emergency services to American citizens.
- Respond to inquiries from a range of sources, including congressional offices.
- Adjudicate visa applications to determine who may enter the United States.
- Work to combat consular fraud.
- Develop innovative practices to protect U.S. citizens and keep U.S. borders safe.

#### Economic Career Track:

- Develop contacts in host government and local business community.
- Advance U.S. economic, commercial, scientific and technological interests.
- Work with international and non-governmental organizations on U.S. interests.
- Resolve bilateral trade disputes and promote liberalization of world trade.
- Report on policy developments and make recommendations for U.S. action.
- Negotiate trade-related agreements and treaties.
- Provide assistance to local American and foreign business communities.

#### Political Career Track:

- Develop host country and other contacts to advance U.S. interests.
- Assess political developments and make recommendations for U.S. action.
- Convey official U.S. communications to host-country government.
- Communicate with foreign governments seeking support for shared goals.
- Participate in developing and implementing U.S. foreign policy.
- Advise U.S. policy makers on local views and their implications.

#### Public Diplomacy Career Track:

- Develop and maintain contacts with those who influence public opinion.
- Serve as post spokesperson, and address all media inquiries; support Ambassador with media events.
- Explain the complexities of U.S. society, culture, and foreign policy agenda.
- Manage academic and cultural programs and encourage bilateral participation.
- Ensure U.S. positions are understood and that misrepresentations are corrected.
- Promote U.S. core values of free speech and transparency.

**\* CAREER TRACK: Select a career track. This is the only opportunity you will have for selecting a career track. NOTE: Once you submit this application you cannot change your career track selection.**

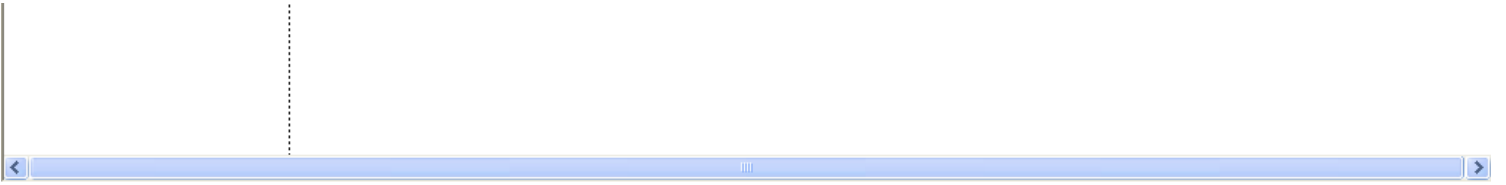
- Management
- Consular
- Economic
- Political
- Public Diplomacy

\* = Required

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## Undergraduate School Information

### UNDERGRADUATE INSTITUTION INFORMATION

**UNDERGRADUATE INSTITUTION STATE OR COUNTRY:** Select the state or the foreign country of the first Undergraduate Institution that you have attended.

- Select -

**UNDERGRADUATE INSTITUTION NAME:** Select the first Undergraduate Institution that you have attended.

- Select -

**UNDERGRADUATE DEGREE YEAR:** Select the year of your degree for your first Undergraduate Institution listed above.

- Select -

**UNDERGRADUATE GPA:** Enter your Grade Point Average (on a 4.00 point scale; for example, 3.75) for your first Undergraduate Institution.

If you cannot provide a GPA, choose one of the responses below. If you have a measure of course credit other than semester, trimester, or quarter hours that is not convertible to the 4.00 scale, choose N/C below. If you have been out of college for many years and cannot obtain a transcript in time to compute your GPA for this application form, choose N/A below.

- N/C (Not Convertible)  
 N/A (Not Available)

**UNDERGRADUATE MAJOR OR MINOR CODE:** Select one Major or Minor Code for your first Undergraduate Institution listed above. If you have no major or minor or if your major is not listed, select the appropriate code numbers for "Other," "Undeclared," or "No Major or Field of Study".

- Select -

**UNDERGRADUATE MAJOR OR MINOR CODE :** Select a second Major or Minor Code for your first Undergraduate Institution listed above. If you have no second major or minor or if your major is not listed, select the appropriate code numbers for "Other," "Undeclared," or "No Major or Field of Study".

- Select -

**UNDERGRADUATE HOURS COMPLETED:** Enter the number of Undergraduate hours that you have completed at your first Undergraduate Institution.

**UNDERGRADUATE DATE STARTED:** Enter the date you started at your first Undergraduate Institution (enter mm-yyyy).

**UNDERGRADUATE DATE FINISHED:** Enter the date you finished (or stopped attending) at your first Undergraduate Institution (enter mm-yyyy).

**UNDERGRADUATE HOURS TYPE:** Select the type of Undergraduate hours for your first Undergraduate Institution.

- Quarter Hours  
 Semester Hours  
 Trimester Hours  
 Other

**UNDERGRADUATE "OTHER" HOURS DETAILS:** If you selected "Other" for Undergraduate Hour Type, enter the "Other" type of Undergraduate Hours.

### SECOND UNDERGRADUATE INSTITUTION INFORMATION

**UNDERGRADUATE INSTITUTION STATE OR COUNTRY:** Select the state or the foreign country of the second Undergraduate Institution that you attended.

- Select -

**UNDERGRADUATE INSTITUTION NAME:** Select the second Undergraduate Institution that you attended.

- Select -

**UNDERGRADUATE DEGREE YEAR:** Select the year of your degree for the second Undergraduate Institution that you attended.

- Select -

**UNDERGRADUATE GPA:** Enter your Grade Point Average (on a 4.00 point scale; for example, 3.75) for the second Undergraduate Institution

that you attended.

If you cannot provide a GPA, choose one of the responses below. If you have a measure of course credit other than semester, trimester, or quarter hours that is not convertible to the 4.00 scale, choose N/C below. If you have been out of college for many years and cannot obtain a transcript in time to compute your GPA for this application form, choose N/A below.

- N/C (Not Convertible)  
 N/A (Not Available)

**UNDERGRADUATE MAJOR OR MINOR CODE:** Select one Major or Minor Code for the second Undergraduate Institution that you attended. If you have no major or minor or if your major is not listed, select the appropriate code numbers for "Other," "Undeclared," or "No Major or Field of Study".

**UNDERGRADUATE MAJOR OR MINOR CODE:** Select a second Major or Minor Code for your second Undergraduate Institution that you attended. If you have no second major or minor or if your major is not listed, select the appropriate code numbers for "Other," "Undeclared," or "No Major or Field of Study".

**UNDERGRADUATE HOURS COMPLETED:** Enter the number of Undergraduate hours that you have completed at the second Undergraduate Institution that you attended.

**UNDERGRADUATE DATE STARTED:** Enter the date you started at the second Undergraduate Institution that you attended (enter mm-yyyy).

**UNDERGRADUATE DATE FINISHED:** Enter the date you finished (or stopped attending) at the second Undergraduate Institution that you attended (enter mm-yyyy).

**UNDERGRADUATE HOURS TYPE:** Select the type of Undergraduate Hours for the second Undergraduate Institution that you attended.

- Quarter Hours  
 Semester Hours  
 Trimester Hours  
 Other

**UNDERGRADUATE "OTHER" HOURS DETAILS:** If you selected "Other" for Undergraduate Hour Type, enter the "other" type of Undergraduate Hours.

\* = Required

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## Graduate School Information

### FIRST GRADUATE INSTITUTION INFORMATION

**GRADUATE INSTITUTION STATE OR COUNTRY:** Select the state or the foreign country of the first Graduate Institution that you have attended.

- Select -

**GRADUATE INSTITUTION NAME:** Select the first Graduate Institution that you have attended.

- Select -

**GRADUATE DEGREE YEAR:** Select the year of your degree for the first Graduate Institution listed above.

- Select -

**GRADUATE GPA:** Enter your Grade Point Average (on a 4.00 point scale; for example, 3.75) for your first Graduate Institution.

If you cannot provide a GPA, choose one of the responses below. If you have a measure of course credit other than semester, trimester, or quarter hours that is not convertible to the 4.00 scale, choose N/C below. If you have been out of college for many years and cannot obtain a transcript in time to compute your GPA for this application form, choose N/A below.

- N/C (Not Convertible)  
 N/A (Not Available)

**GRADUATE MAJOR OR MINOR CODE:** Select one Major or Minor Code for your first Graduate Institution. If you have no major or minor or if your major is not listed, select the appropriate code numbers for "Other," "Undeclared," or "No Major or Field of Study".

- Select -

**GRADUATE MAJOR OR MINOR CODE:** Select a second Major or Minor Code for your first Graduate Institution. If you have no second major or minor or if your major is not listed, select the appropriate code numbers for "Other," "Undeclared," or "No Major or Field of Study".

- Select -

**GRADUATE HOURS COMPLETED:** Enter the number of Graduate hours that you have completed at your first Graduate Institution.

**GRADUATE DATE STARTED:** Enter the date you started at your first Graduate Institution (enter mm-yyyy).

**GRADUATE DATE FINISHED:** Enter the date you finished (or stopped attending) at your first Graduate Institution (enter mm-yyyy).

**GRADUATE HOURS TYPE:** Select the type of Graduate Hours for your first Graduate Institution.

- Quarter Hours  
 Semester Hours  
 Trimester Hours  
 Other

**GRADUATE "OTHER" HOURS DETAILS:** If you selected "Other" for Graduate Hour Type, enter the "other" type of Graduate Hours.

### SECOND GRADUATE INSTITUTION INFORMATION

**GRADUATE INSTITUTION STATE OR COUNTRY:** Select the state or the foreign country of the second Graduate Institution that you attended.

- Select -

**GRADUATE INSTITUTION NAME:** Select the second Graduate Institution that you attended.

- Select -

**GRADUATE DEGREE YEAR:** Select the year of your degree from the second Graduate Institution that you attended.

- Select -

**GRADUATE GPA:** Enter your Grade Point Average (on a 4.00 point scale; for example, 3.75) for the second Graduate Institution.

If you cannot provide a GPA, choose one of the responses below. If you have a measure of course credit other than semester, trimester, or quarter hours that is not convertible to the 4.00 scale, choose N/C below. If you have been out of college for many years and cannot obtain a transcript in time to compute your GPA for this application form, choose N/A below.

- N/C (Not Convertible)
- N/A (Not Available)

**GRADUATE MAJOR OR MINOR CODE:** Select one Major or Minor Code for the second Graduate Institution that you attended. If you have no major or minor or if your major is not listed, select the appropriate code numbers for "other," "Undeclared," or "No Major or Field of Study".

- Select -

**GRADUATE MAJOR OR MINOR CODE:** Select a second Major or Minor Code for your second Graduate Institution that you attended. If you have no second major or minor or if your major is not listed, select the appropriate code numbers for "other," "Undeclared," or "No Major or Field of Study".

- Select -

**GRADUATE HOURS COMPLETED:** Enter the number of Graduate hours that you have completed at the second Graduate Institution.

**GRADUATE DATE STARTED:** Enter the date you started at the second Graduate Institution (enter mm-yyyy).

**GRADUATE DATE FINISHED:** Enter the date you finished (or stopped attending) at the second Graduate Institution (enter mm-yyyy).

**GRADUATE HOURS TYPE:** Select the type of Graduate Hours for the second Graduate Institution.

- Quarter Hours
- Semester Hours
- Trimester Hours
- Other

**GRADUATE "OTHER" HOURS DETAILS:** If you selected "Other" for Graduate Hour Type, enter the "other" type of Graduate Hours.

\* = Required



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## Languages and Proficiency

Below select the foreign languages that you know and your level of proficiency. You may select up to five languages.

**FOREIGN LANGUAGE 1:** Select the foreign language that you know best.

- Select -

Select your **speaking** proficiency for Language 1.

- 1. Elementary Proficiency requires the ability to satisfy routine travel and courtesy needs.
- 2. Limited Working Proficiency requires the ability to satisfy routine social and limited office needs.
- 3. General Professional Proficiency requires the ability to speak accurately and with enough vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics.
- 4. Advanced Professional Proficiency requires the ability to speak the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

Select your **reading** proficiency for Language 1.

- 1. Elementary Proficiency requires the ability to read basic lesson material and common signs, etc.
- 2. Limited Working Proficiency requires the ability to read intermediate or simple colloquial texts.
- 3. General Professional Proficiency requires the ability to read standard newspaper items, routine correspondence, reports and technical materials.
- 4. Advanced Professional Proficiency requires the ability to read the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

**FOREIGN LANGUAGE 2:** Select another foreign language that you know.

- Select -

Select your **speaking** proficiency for Language 2.

- 1. Elementary Proficiency requires the ability to satisfy routine travel and courtesy needs.
- 2. Limited Working Proficiency requires the ability to satisfy routine social and limited office needs.
- 3. General Professional Proficiency requires the ability to speak accurately and with enough vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics.
- 4. Advanced Professional Proficiency requires the ability to speak the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

Select your **reading** proficiency for Language 2.

- 1. Elementary Proficiency requires the ability to read basic lesson material and common signs, etc.
- 2. Limited Working Proficiency requires the ability to read intermediate or simple colloquial texts.
- 3. General Professional Proficiency requires the ability to read standard newspaper items, routine correspondence, reports and technical materials.
- 4. Advanced Professional Proficiency requires the ability to read the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

**FOREIGN LANGUAGE 3:** Select another foreign language that you know.

- Select -

Select your **speaking** proficiency for Language 3.

- 1. Elementary Proficiency requires the ability to satisfy routine travel and courtesy needs.
- 2. Limited Working Proficiency requires the ability to satisfy routine social and limited office needs.
- 3. General Professional Proficiency requires the ability to speak accurately and with enough vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics.
- 4. Advanced Professional Proficiency requires the ability to speak the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

Select your **reading** proficiency for Language 3.

- 1. Elementary Proficiency requires the ability to read basic lesson material and common signs, etc.
- 2. Limited Working Proficiency requires the ability to read intermediate or simple colloquial texts.
- 3. General Professional Proficiency requires the ability to read standard newspaper items, routine correspondence, reports and technical materials.
- 4. Advanced Professional Proficiency requires the ability to read the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

**FOREIGN LANGUAGE 4:** Select another foreign language that you know.

- Select -

Select your **speaking** proficiency for Language 4.

- 1. Elementary Proficiency requires the ability to satisfy routine travel and courtesy needs.
- 2. Limited Working Proficiency requires the ability to satisfy routine social and limited office needs.
- 3. General Professional Proficiency requires the ability to speak accurately and with enough vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics.
- 4. Advanced Professional Proficiency requires the ability to speak the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

Select your **reading** proficiency for Language 4.

- 1. Elementary Proficiency requires the ability to read basic lesson material and common signs, etc.
- 2. Limited Working Proficiency requires the ability to read intermediate or simple colloquial texts.
- 3. General Professional Proficiency requires the ability to read standard newspaper items, routine correspondence, reports and technical materials.
- 4. Advanced Professional Proficiency requires the ability to read the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

**FOREIGN LANGUAGE 5:** Select another foreign language that you know.

- Select -

Select your **speaking** proficiency for Language 5.

- 1. Elementary Proficiency requires the ability to satisfy routine travel and courtesy needs.
- 2. Limited Working Proficiency requires the ability to satisfy routine social and limited office needs.
- 3. General Professional Proficiency requires the ability to speak accurately and with enough vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics.
- 4. Advanced Professional Proficiency requires the ability to speak the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

Select your **reading** proficiency for Language 5.

- 1. Elementary Proficiency requires the ability to read basic lesson material and common signs, etc.
- 2. Limited Working Proficiency requires the ability to read intermediate or simple colloquial texts.
- 3. General Professional Proficiency requires the ability to read standard newspaper items, routine correspondence, reports and technical materials.
- 4. Advanced Professional Proficiency requires the ability to read the language fluently and accurately on all levels pertinent to professional needs.
- 5. Native or Bilingual Proficiency requires language skills equivalent to that of the educated native speaker.

\* = Required

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## Work Experience

**MOST RECENT FIELD OF WORK:** Select below your most recent full-time paid or volunteer work.

- Administrative/Management
- Economics/Marketing
- Banking/Finance
- International Trade
- Law
- Teaching
- Federal Government
- Foreign Affairs
- Media/Journalism
- Fine Arts
- Scientific/Technical
- Clerical and Related
- Sales/Service
- Military
- Other

**OTHER DETAILS:** If you chose other above, specify below:

Complete the following job questions below for all jobs you have had in the past 10 years in chronological order, beginning with the most recent. Include both paid and unpaid, and volunteer work, internships, or periods of unemployment (of more than one year). You can list a total of 20 jobs for the ten year period.

### JOB 1 INFORMATION

**TYPE OF EXPERIENCE:** Select the type of experience for your most recent position.

- Paid
- Unpaid
- Unemployed
- Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your most recent position.

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**POSITION TITLE:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period.

- Week
- Hour
- Month
- Year

**START DATE:** What was your start date? (Enter mm, dd, yyyy)

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes  
 No

**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state:

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number.

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

500 characters left

## JOB 2 INFORMATION

**TYPE OF EXPERIENCE:** Select the type of experience for your second most recent position.

- Paid  
 Unpaid  
 Unemployed  
 Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your second most recent position.

- Full Time

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**POSITION TITLE:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period.

- Week
- Hour
- Month
- Year

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes
- No

**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state.

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number.

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

500 characters left

### JOB 3 INFORMATION

**TYPE OF EXPERIENCE:** Select the type of experience for your third most recent position.

- Paid
- Unpaid
- Unemployed
- Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your third most recent position.

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**POSITION TITLE:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period.

- Week
- Hour
- Month
- Year

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes
- No

**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state.

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number.

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

500 characters left

#### JOB 4 INFORMATION

**TYPE OF EXPERIENCE:** Select the type of experience for your fourth most recent position.

- Paid
- Unpaid
- Unemployed
- Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your fourth most recent position.

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**POSITION TITLE:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period.

- Week  
 Hour  
 Month  
 Year

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes  
 No

**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state.

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number.

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

500 characters left

**JOB 5 INFORMATION**

**TYPE OF EXPERIENCE:** Select the type of experience for your fifth most recent position.

- Paid
- Unpaid
- Unemployed
- Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your fifth most recent position.

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**POSITION TITLE:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period.

- Week
- Hour
- Month
- Year

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes
- No

**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state.

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number.

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

500 characters left

**JOB 6 INFORMATION**

**TYPE OF EXPERIENCE:** Select the type of experience for your sixth most recent job.

- Paid
- Unpaid
- Unemployed
- Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your sixth most recent position.

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**POSITION TITLE:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period?

- Week
- Hour
- Month
- Year

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes
- No



**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state.

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number.

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

500 characters left

#### JOB 7 INFORMATION

**TYPE OF EXPERIENCE:** Select the type of experience for your seventh most recent position.

- Paid
- Unpaid
- Unemployed
- Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your seventh most recent position.

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**JOB POSITION:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period.

- Week
- Hour
- Month
- Year

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes
- No

**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state.

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number.

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

500 characters left

**JOB 8 INFORMATION**

**TYPE OF EXPERIENCE:** Select the type of experience for your eighth most recent position.

- Paid
- Unpaid
- Unemployed
- Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your eighth most recent position.

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**POSITION TITLE:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period.

- Week
- Hour
- Month
- Year

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes
- No

**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state.

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number:

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

500 characters left

#### JOB 9 INFORMATION

**TYPE OF EXPERIENCE:** Select the type of experience for your ninth most recent position.

- Paid
- Unpaid
- Unemployed
- Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your ninth most recent position.

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**POSITION TITLE:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period.

- Week
- Hour
- Month
- Year

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes  
 No

**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state.

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number.

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

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#### JOB 10 INFORMATION

**TYPE OF EXPERIENCE:** Select the type of experience for your tenth most recent position.

- Paid  
 Unpaid  
 Unemployed  
 Education

**FULL-TIME OR PART-TIME POSITION:** Select full-time or part-time for your tenth most recent position.

- Full-Time
- Part-Time

**PART-TIME HOURS:** If you worked part-time, enter the number of hours worked per week.

**JOB POSITION:** Enter your position title.

**STARTING SALARY:** Enter your starting salary.

**START SALARY PERIOD:** Select your starting salary period.

- Week
- Hour
- Month
- Year

**END SALARY:** Enter your ending salary.

**ENDING SALARY PERIOD:** Select your ending salary period?

- Week
- Hour
- Month
- Year

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**CURRENTLY EMPLOYED:** Are you currently employed at this job?

- Yes
- No

**EMPLOYER'S NAME:** Enter your employer's name.

**EMPLOYER'S ADDRESS:** Please enter your employer's Address Line 1.

**EMPLOYER'S ADDRESS:** Enter your employer's Address Line 2.

**EMPLOYER'S CITY:** Enter your employer's city.

**EMPLOYER'S STATE:** Please select your employer's state.

**EMPLOYER'S ZIP CODE:** Enter your employer's Zip Code.

**FEDERAL EMPLOYMENT:** If Federal employment, civilian or military, enter series, grade or rank.

**FEDERAL EMPLOYMENT PROMOTION DATE:** If Federal employment and promoted in this job, enter the date of your last promotion. (Enter mm-yyyy).

**SUPERVISOR'S NAME:** Enter the name of your supervisor.

**SUPERVISOR'S PHONE:** Enter your supervisor's phone number.

**WORK DUTIES:** Describe your work duties and accomplishments (include any knowledge, skills, and abilities that you have gained from this work experience).

500 characters left

For any additional work experience during the past 10 years you wish to list, you will only be required to provide the start date, end date, the name of the employer, and your position title.

**JOB 11 INFORMATION**

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**EMPLOYER'S NAME:** Enter your employer's name.

**POSITION TITLE:** Enter your position title.

**JOB 12 INFORMATION**

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**EMPLOYER'S NAME:** Enter your employer's name.

**POSITION TITLE:** Enter your position title.

**JOB 13 INFORMATION**

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**EMPLOYER'S NAME:** Enter your employer's name.

**POSITION TITLE:** Enter your position title.

**JOB 14 INFORMATION**

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**EMPLOYER'S NAME:** Enter your employer's name.

**POSITION TITLE:** Enter your position title.

**JOB 15 INFORMATION**

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**EMPLOYER'S NAME:** Enter your employer's name.

**POSITION TITLE:** Enter your position title.

**JOB 16 INFORMATION**

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**EMPLOYER'S NAME:** Enter your employer's name.

**POSITION TITLE:** Enter your position title.

**JOB 17 INFORMATION**

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**EMPLOYER'S NAME:** Enter your employer's name.

**POSITION TITLE:** Enter your position title.

**JOB 18 INFORMATION**

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**EMPLOYER'S NAME:** Enter your employer's name.

**POSITION TITLE:** Enter your position title.

**JOB 19 INFORMATION**

**START DATE:** What was your start date? (Enter mm-dd-yyyy).

**END DATE:** What was your ending date? (Enter mm-dd-yyyy).

**EMPLOYER'S NAME:** Enter your employer's name.



POSITION TITLE: Enter your position title.

**JOB 20 INFORMATION**

START DATE: What was your start date? (Enter mm-dd-yyyy).

END DATE: What was your ending date? (Enter mm-dd-yyyy).

EMPLOYER'S NAME: Enter your employer's name.

POSITION TITLE: Enter your position title.

\* = Required

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## Other Personal Information

The information from your responses on this page of the application form is used to help ensure that the agency personnel practices meet the requirements of Federal law. The information is used for statistical purposes only. Your responses are voluntary, but your cooperation in providing accurate information is important to us.

**Race and Ethnicity Identification:** The race and ethnic categories for federal statistics and administrative reporting are defined below. Note: Race is defined by the Equal Employment Opportunity Commission as follows:

1. **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. **Black, or African American:** A person having origins in any of the black racial groups of Africa.
4. **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. This category includes the term "Spanish origin," as well as "Hispanic" or "Latino."
5. **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6. **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**RACE AND ETHNICITY IDENTIFICATION:** Identify yourself in terms of one or more of the following categories by selecting one or more below.

- American Indian or Alaskan Native
- Asian
- Black, or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White

**DISABILITY:** Do you have a disability? (Voluntary)

- Yes
- No

**EMPLOYMENT DATA SELF-IDENTIFICATION OF DISABILITY:** If you checked yes, please identify the disability by selecting it below. In the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation on this job.

- 1. **People with Mobility Impairments:** Individuals whose basic mobility, coordination and balance, strength and endurance, and other aspects of body function are affected by injuries or disease.
- 2. **People Who Have Vision Impairments:** Individuals who have either complete or partial loss of vision.
- 3. **People Who Have Hearing Impairments:** Individuals who may be deaf or hard of hearing.
- 4. **People with Invisible (Hidden) Disabilities:** Individuals who have a disability that is not visible to an onlooker. There are many disabilities such as asthma, arthritis, heart disease, environmental illness, AIDS, chronic fatigue, psychiatric or mental illnesses, attention deficit hyperactivity disorder, learning disabilities, and mild mental retardation.
- 5. **People with Mental Retardation:** Individuals who may not be able to think, reason or remember as well as others.
- 6. **People with Psychiatric Disabilities:** Psychiatric disabilities are diverse and include anxiety disorders, depression, bipolar disorders, schizophrenia, and other conditions.
- 7. **People with Muscular or Neurological Limitations:** Muscular or neurological disabilities may affect motor ability and/or speech. You might observe some involuntary or halting movement or limitation of movement in one or more than one appendage, as well as some lisping, indistinct speech or flatness of tone due to lack of fine motor control of the tongue and lips. The severity and functional effects of the disability vary from person to person.

**GENDER:** Select your gender below.

- Male
- Female

\* = Required

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## Personal Narrative

Dear Candidate:

The material that follows relates to the Personal Narrative, a series of questions intended to help us learn more about the knowledge, skills and abilities you would bring to the Foreign Service. This is your opportunity to emphasize those areas you want us to take into consideration, so please take time and care in responding to these questions.

You will note that these questions seek a great deal of information in a very limited space. Use the space well by emphasizing your most salient qualifications. For example, if you are a recent graduate, you might wish to focus mainly on your academic and volunteer experience. If you have been out of school for some years, you might wish to emphasize your other experience. Think broadly, for many aspects of your experience -- paid or volunteer work experience, educational achievements, training, hobbies, sports, travel, or other -- could serve as the basis for your response. Emphasize the information that best describes your knowledge, skills and abilities. And please respond to all questions, as each one offers an opportunity for you to tell us something different about yourself.

For some questions you will see a field in which you are asked to provide the name and a current telephone number, e-mail address, or other method of contact for someone who can verify the information you provided in response to that question. Indicate whether this person was your supervisor, co-worker, friend, instructor, committee member, etc. Do not list as a verifier your spouse, other close relative, or a person who is presently your direct subordinate. If you do not want us to contact your present employer, do not list your present employer or supervisor as a verifier. Instead, provide the name of another person who can verify your response.

**Important note for candidates:** Each of your responses for the six questions is limited to 1300 characters (about 200 words). Beyond that limit you will not be able to type any more of a response.

### QUESTIONS:

\* 1) What are the important knowledge, skills and abilities that you would bring to the Foreign Service? (List no more than four.) Why do you consider these skills important for the Foreign Service?

1300 characters left

\* 2) In the Foreign Service you may confront obstacles and/or adverse circumstances. Describe briefly how you have dealt with such a situation in your experience. (What was the situation? What steps did you take to deal with the circumstances/obstacle(s)? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

\* 2a. Name

\* 2b. Phone Number (numbers only--no dashes or slashes)

2c. E-mail Address

\* 2d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

2e. OTHER DETAIL: If you entered Other above, specify here.

\* 3) In the Foreign Service, you will be called upon to interact with people from different ethnic, racial, religious, geographic, economic and other backgrounds. Describe a significant experience you have had with another culture, either abroad or in the United States. (What was the experience? What did you do? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

\* 3a. Name

\* 3b. Phone Number (numbers only--no dashes or slashes)

3c. E-mail Address

\* 3d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

3e. OTHER DETAIL: If you entered Other above, specify here.

\* 4) Communication skills are critical to successful diplomacy. Describe a situation in which you used your communication skills (either in English or another language) to further an aim or achieve a goal. (What was the situation? What steps did you take to deal with the situation? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

\* 4a. Name

\* 4b. Phone Number (numbers only--no dashes or slashes)

4c. E-mail Address

\* 4d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

4e. OTHER DETAIL: If you entered Other above, specify here.

\* 5) Foreign Service Officers are often required to manage projects, demonstrating the ability to plan and organize, set priorities, employ a systematic approach, and allocate time and resources efficiently. Describe a project you managed or helped to manage and how you sought to achieve the project's goals. (What was the project? What steps did you take to manage the project? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

\* 5a. Name

\* 5b. Phone Number (numbers only--no dashes or slashes)

5c. E-mail Address

\* 5d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

5e. OTHER DETAIL: If you entered Other above, specify here.

\* 6) Leadership can be defined as motivating others, encouraging creative solutions, establishing positive team relationships, or significantly influencing the direction of the work. Describe how you have demonstrated leadership, either on one particular occasion or over time. (What was the situation? What steps did you take to show leadership? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

\* 6a. Name

\* 6b. Phone Number (numbers only--no dashes or slashes)

6c. E-mail Address

\* 6d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

6e. OTHER DETAIL: If you entered Other above, specify here.

\* = Required

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## Certification

\* I certify that all of the information provided on this application form is true, correct, complete and made in good faith.

Yes

\* = Required

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