

Census Taker Jobs

U.S. Department of Commerce • Economics and Statistics Administration • U.S. CENSUS BUREAU

The Census Bureau is an Equal Opportunity Employer.

WORK A FEW WEEKS AS A CENSUS TAKER

In the near future, the U.S. Census Bureau will conduct a special census in this area. Your community has requested it and will incur the cost. Local residents will be needed to work as census takers. Census takers visit households and collect a few facts about each member such as name, age, relationship to the householder, etc.

WHY A SPECIAL CENSUS?

Local governments consider up-to-date population information beneficial to residents to determine the allocation of state funds to communities, improved ability to plan for schools, better transportation, and for many other purposes. Unless a special census is taken to provide a more recent population figure, the 2010 Census count is used. Your community may benefit from this updated official population count.

YOUR TRAINING

Before you go to work, you will attend a training session where you will learn the use of census forms and census techniques such as interviewing and map reading. In most cases, your supervisor will train you, assign and review your work, and answer questions.

YOUR PAY

You will be paid for actual hours of work including time spent in training. You will get specific information about pay from the census supervisor.

YOUR DUTIES

When you have successfully completed your training, you will be given several neighborhood blocks called an "Assignment Area." Normally, your first assignment will be the area in which you live. You will be provided a map of each Assignment Area and the necessary census forms and materials to do the job. Most of the jobs are in the field, and require you to locate and interview households and record information about the residents. When you accept your appointment, you assume an obligation to stay with the job until your assignment is completed.

The information you collect is confidential and must not be disclosed to anyone who has not sworn to protect Census Bureau information.

For more information, contact:

HOW CAN I QUALIFY FOR CENSUS WORK?

1. United States citizens will be given preference for census jobs. However, noncitizens may be considered if qualified citizens are not available, particularly in areas where bilingual ability is a necessary qualification. You must present documentation of employment eligibility. The types of acceptable documentation are listed on the reverse side of this page.
2. You must be 18 or older to be hired.
3. You must have a valid Social Security Number.
4. Applicants must take a written test of basic skills (in some areas, the test may be taken in Spanish).
5. Most census jobs require the employee to conduct face-to-face interviews with respondents. This involves visiting respondents in a variety of residence types, asking questions and recording responses.
6. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
7. You should have a satisfactory work record for the past 5-years. Poor job performance or misconduct on a previous job could be a basis for nonselection.
8. If you have had a conviction of a violation of the law since age 18 for something other than a minor traffic violation it could be a basis for nonselection.
9. You may not engage in any partisan political activity while on duty.
10. All non-census employment (including law and regulatory enforcement jobs) will be reviewed on a case-by-case basis for compatibility with Census Bureau employment.
11. Applicants must be available to work days, evenings, and weekends. Since not all people will be home during the day, you will have to visit some homes during the evening and on the weekends. This will usually be not later than 9:00 p.m.

How do I complete the BC-170, Census Employment Inquiry?

1. Print clearly using a black or blue pen. We cannot accept your form if it is not legible. Print neatly in uppercase. For example,

A	B	C	
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2. Follow the instructions provided with every item. If you do not answer all questions fully and correctly, you may delay the processing of your application.
3. Enter one letter or number within each white block or complete the information on the line provided.

Here are a few explanatory notes for some of the items:

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Section A – Applicant Personal Data

3. Enter the *State* postal abbreviation for the state in which you live, for example, MS for Mississippi.
8. Enter your *Date of Birth*. For example, enter July 6, 1952 as follows:

Month	Day	Year
07	06	1952

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Section C – Application Data

- 14a. Enter an (X) in the yes or no response box for: *Are you willing to work in the field?* If you enter "yes" in the response box, you will be considered for positions in the field. These positions include working primarily outside the office environment.
- 14b. Enter an (X) in the yes or no response box for: *Are you willing to work in the office?* If you enter "yes" in the response box, you will be considered for positions in the office. These positions include working primarily within the office environment.
 - ▶ By entering a yes for both office and field positions, you will be considered for positions in both those areas.

What is the test like?

Each applicant interested in Census Bureau employment must take a written test. One such test is called the Field Employee Selection Aid. It consists of 28 questions designed to measure the knowledge, skills, and abilities, required to perform a variety of Census jobs. You will have 30 minutes to complete the multiple choice test. Provided here are some sample questions to help better prepare you for the test. You may also request a practice test to help prepare for the test.

The test is physically accessible to people with disabilities. Requests for reasonable accommodations for persons with disabilities (such as sign language interpretation) should be directed to the contact office and phone number on the front of this form.

Sample Questions

Review the numbers in Column A to those in Column B. Then answer the question below.

Column A		Column B	
75823	85537	87537	73358
82537	87537	85537	82357
73358		75823	

Which number in Column A has no match?

- (A) 82537 (C) 97537
 (B) 85537 (D) None of the above
- ANSWER A**

Multiply the numbers below:

- 1.5 x 6.3
- (A) .945 (C) 94.5
 (B) 9.45 (D) 945
- ANSWER B**

Can I receive veterans' preference?

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 5-point veterans' preference, applicants must bring a copy of a completed DD-214, Certificate of Release or Discharge from Active Duty, to the testing site. To receive 10-point veterans' preference, applicants must also bring a completed SF-15, Application for Veterans' Preference, with the appropriate documentation as shown on the reverse of the SF-15.

Identification you need to bring to the testing site

EMPLOYMENT ELIGIBILITY VERIFICATION – The following types of documentation can be used to prove identity and eligibility requirements for employment. Provide one document from List A or one document from List B and from List C to meet Form I-9 requirements.

LIST A – Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Permanent Resident Card or Alien Registration Receipt Card (*Form I-551*)
3. Unexpired foreign passport, with a temporary *I-551* stamp
4. Unexpired Employment Authorization Document that contains a photograph (*Form I-766, I-688, I-688A, I-688B*)
5. Unexpired foreign passport with an unexpired Arrival-Departure Record, *Form I-94*, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.

LIST B – Documents that Establish Identity

- OR**
1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority

LIST C – Documents that Establish Employment Eligibility

- AND**
1. U.S. Social Security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
 2. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
 4. Native American tribal document
 5. U.S. Citizen ID Card (*Form I-197*)
 6. ID Card for use of Resident Citizen in the United States (*Form I-179*)
 7. Unexpired employment authorization document issued by DHS (*other than those listed under List A*)

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day care or nursery school record

CENSUS EMPLOYMENT INQUIRY

Section A - APPLICANT PERSONAL DATA

1. Social Security Number

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2. Name

Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

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MI

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3. Residence address

Street address or RFD number (Include apartment number, if any)

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City

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County

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State

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ZIP Code

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4. Mailing address (if different from item 3)

Street address or RFD number (Include apartment number, if any)

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City

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State

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ZIP Code

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5. Intersecting streets nearest your home

6. E-mail address

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7. Telephone number(s)

Area code Number

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Day

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Evening

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Other phone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mark (X) one box

(H) (W) (C)

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8. Sex Mark (X) one box.

Female Male

9. Date and place of birth

a. Date of birth

Month Day Year

--	--	--	--	--	--	--	--	--	--

b. Place of birth

City

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State or country

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

10. FOR MALES ONLY: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must be registered with the Selective Service System. Mark (X) one box.

I certify that I **am** registered.
 I certify that I **am not** registered. If not, explain in item 35.

11. Are you a citizen or national of the United States?

Yes
 No - **Are you a lawful permanent resident?**
 Yes - Specify alien No.

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No

12. Military Service

a. Do you claim veterans' preference? Mark (X) one box.

No preference - Skip to item 13a.
 Yes - List period(s) of service

Month Year Month Year

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TO

Branch, Rank, Awards, Badges, or Campaign medals -

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b. Veterans' preference categories? Mark (X) one box.

5-point preference - Attach your DD-214 or other proof
 10-point preference - Follow instruction below

If you claim 10-point preference, you must complete a Standard Form 15, which is available at any Federal Job Information Center. ATTACH THE COMPLETED SF-15 TO THIS APPLICATION, INCLUDE THE PROOF REQUESTED ON THE REVERSE SIDE OF THE SF-15. Indicate the type of 10-point preference you qualify for by marking (X) one of the following:

10-point (disability) pref.
 10-point (compensable disability) pref. - less than 30%
 10-point (compensable disability) pref. - 30% or more
 10-point (other) pref. (use when you are a spouse, widow, or mother of a disabled veteran)

c. Kind of discharge? Mark (X) one box.

Honorable or general under honorable conditions
 Other - Explain in item 35.

FOR OFFICE USE ONLY

A. Location Office or LCO				B. FIPS State		C. FIPS County		D. Census Tract		E. Census Block	
F. Employee class	G. I-9 Code	List A:	List B:	List C:	H. Veteran's proof <input type="checkbox"/> Verified & attached	I. Language code(s)		J. Disposition			

Section A – APPLICANT PERSONAL DATA – Con.

13a. Education – Mark (X) highest education level.

- Some high school – Did not graduate
- High school diploma/GED
- Technical degree/Trade school degree or certificate
- Associate's degree
- Bachelor's degree
- Master's degree
- Doctoral degree

b. Complete when a Technical/Trade school program, an Associate's, Bachelor's, Master's or Doctoral degree is selected in 13a.

	Degree (if any)	Year received
Name of institution		
City		
State or country		

Section B – RECRUITING SOURCES

14. How did you hear about census job opportunities?

Mark (X) one box **only**.

- Poster/flyer
- Community or organization newsletter/newspaper/leader
- Federal, state, tribal employment office/ Job service and information center
- Speech/presentation by Census employee
- Friend or relative working for Census
- Toll-free Census number or job line
- Census job mailing or postcard
- Friend or relative not working for Census
- Job Fair
- Newspaper – advertisement
- Newspaper – article
- Radio
- Internet/E-Mail
- School or college
- Business/private company
- TV
- Other – Specify

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Section C – APPLICATION DATA

Most positions require dealing with the public and knocking on doors to collect personal information, which may not be discussed or shared with anyone except for sworn Census Bureau employees.

15. Are you willing to work in the field, verifying household address listings and knocking on doors to collect information?

- Yes No

Most office positions involve working with computers.

16. Are you willing to work in the office? (There are a limited number of these jobs available.)

- Yes No

17. Do you have personal computer experience?

- Yes No

18. Have you ever worked on previous census operations?

If yes, indicate dates of employment in item 35.

- Yes No

19. Are you now employed by a Federal, state, local or tribal government?

If yes, indicate date, and grade level in item 35.

- Yes No

Name of agency →

20. Do you receive retirement or have you ever applied for retirement pay, pension, or other pay based on Federal civilian or District of Columbia Government service?

- Yes – Explain in Item 35. No

21. Do any of your relatives work for the Census Bureau?

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, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.

- Yes – Provide location (city and state) and position.

- No

22. Hiring may be based in part on the hours you are available to work.

Indicate your availability by placing "X" in the appropriate box(es) for each day.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
a. Any hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Morning (8 a.m. – 12 noon)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Afternoon (12 noon – 4 p.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Evening (4 p.m. – 9 p.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

23. Total hours per week you are willing to work.

You may only work up to 40 hours per week.

Section D – LANGUAGE SKILLS

24. Some census jobs require census employees to conduct the census interview by reading and recording responses to questions in a language other than English. The census employee must also be able to convince individuals who speak no English to respond to the interview by explaining the purpose and importance of the census.

Employees will receive Census training, but not language training.

Are you fluent enough in any specific language to hold a conversation, to easily read and record responses, as well as to respond to questions in that language with individuals who speak **no** English? If so, please list the language(s) below and mark (X) to all that apply.

Language(s)	Speak	Read	Write
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section E – TRANSPORTATION

25a. Indicate the type(s) of transportation available for your use – Mark (X) ALL that apply.

- Automobile
- 4-Wheel Drive
- Airplane
- Boat
- ATV (All terrain vehicle)
- Other – Describe →
- None

b. Do you have a valid driver's license?

- Yes No

Section F – PRIOR WORK EXPERIENCE

26. If you have never worked, mark (X) here →
 and SKIP to item 30.

27. Can we contact your most recent employer?

- Yes
 No

28a. Name of your present or most recent employer

b. Supervisor's name (Last name, first name, middle initial)

Last Name

First Name

MI

c. Address of your present or most recent employer

City

State

ZIP Code

d. Telephone number

Area code Number

e. Date of employment

Month Day Year

TO

Month Day Year

f. Title of position and kind of work done,
explain work in item 35.

g. Salary

- Hourly Weekly Monthly Yearly

h. Did you supervise?

- Yes
 No

i. Reason for leaving

29a. Name of your next most recent employer

b. Supervisor's name (Last name, first name, middle initial)

Last Name

First Name

MI

c. Address of next most recent employer

City

State

ZIP Code

d. Telephone number

Area code Number

e. Date of employment

Month Day Year

TO

Month Day Year

f. Title of position and kind of work done,
explain work in item 35.

g. Salary

- Hourly Weekly Monthly Yearly

h. Did you supervise?

- Yes
 No

i. Reason for leaving

Section G – BACKGROUND INFORMATION

Answer all questions in items 30 through 34 below. Read each statement carefully before responding.

30. During the past 5 years, have you been **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, or were you debarred from Federal employment by the Office of Personnel Management or any other agency? **If "YES,"** use **35** (*below*) to write for each job a) the name of the employer; b) the approximate date you left the job, and c) an explanation of the problem and the reason for leaving. Mark (X) one
 Yes No

When answering questions 31 through 34 you may 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; 5) any other conviction for which the record was expunged under Federal or State law. **NOTE:** You must include convictions resulting from a plea of nolo contendere (no contest).

Important note about questions 31 through 34. 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, this failure may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution [18 U.S.C. 1001].

31. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Include felonies, firearms or explosive violations, misdemeanors, and all other offenses.) *If "YES" use item 35 to provide the date, explanation of the violation, place of occurrence and the name and address of the police department or court involved. [A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violation called misdemeanors under State law which are punishable by imprisonment of two years or less.]* Yes No

32. Are you now under charges for **any** violation of law? *If "YES" use item 35 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* Yes No

33. Have you been convicted by a military court-martial in the past 10 years? If no military service, answer "NO." *If "YES" use item 35 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.* Yes No

34. 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.*) *If "YES", use item 35 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

35. EXPLANATIONS OR ANSWERS TO ITEMS 1 THROUGH 34 – Attach additional listing if needed.

Section H – PRIVACY ACT STATEMENT

Solicitation of this information is authorized by section 23 of title 13, U.S. Code, which authorizes temporary appointments in the Census Bureau. The information will be used primarily to determine your qualifications for employment and may be used also to identify you to other sources asked to comment on your qualifications, e.g., educational institutions, former employers, and law enforcement agencies, or to a court during legal proceedings.

We must have your Social Security Number (SSN) to keep our records straight because other people may have the same name and birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The furnishing of all the information is voluntary, but failure to provide any part or all of the data requested will result in your receiving no further consideration for employment.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0139, U.S. Census Bureau, 4600 Silver Hill Road, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0139" as the subject.

The eight digit OMB control number on the first page of this form confirms our authority to collect this information.

Section I – SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION IN DARK INK. Read the following carefully before you sign. 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). 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.

Signature	Date signed
Print name	