Census Field Representative Jobs

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

The Census Bureau is an Equal Opportunity Employer

WORK AS A CENSUS FIELD REPRESENTATIVE

The U.S. Census Bureau has employment opportunities for survey interviewers (called field representatives) and related positions to collect survey data for the federal government. Census field representatives may work varied schedules depending on assignments and survey requirements.

DUTIES

You are assigned a group of specific households or persons to visit or telephone during a certain period of the month. You will use official Census Bureau questionnaires or a laptop computer, and record answers from the interview according to instructions you receive in training. A Census Bureau supervisor will usually accompany you on your first assignment. Most of your subsequent contacts with your supervisor will be by phone.

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

TRAINING

Initial classroom training for survey work will generally last 3–5 days and may require you to travel to another city. Later training includes self-study and refresher training sessions. You will be paid for time spent in training and for travel costs required to attend training.

WHEN YOU WILL WORK

Your hours of work each month will vary depending on the number of households you are assigned to interview. The work will usually require evening and weekend work to meet deadlines. You must be willing to work the hours necessary to complete an assignment on schedule. Many positions will require that you be willing to travel to a variety of neighborhoods and to interview diverse groups. You need to be available to work when the people you need to interview are home, but generally no later than 9:00 p.m. Interviewing may require driving in the evenings and during bad weather.

PAY

You will be paid for hours worked including time spent in training. You also will be reimbursed for out of pocket expenses, for telephone and other travel costs on official business; such as parking fees, bus fares, etc. You also will be reimbursed for authorized mileage when in training and working. The method of payment is bi-weekly direct deposit into your financial institution account.

For more info	ormation,	contact:
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HOW CAN YOU QUALIFY FOR CENSUS WORK?

- 1. United States citizens will be given preference for census jobs. However, noncitizens may be considered for temporary appointments 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 form.
- 2. You may be hired if you are 18 years old or older.
- 3. You must have a valid Social Security number.
- **4.** Applicants must take and pass a written test of basic skills.
- **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. 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.
- 8. You may not engage in any partisan political activity while on duty.
- **9.** 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.
- **10.** Applicants must be available to work days, evenings, and weekends. Since most people are not home during the day, you will have to visit some homes during the evening and on the weekends.

FORM **BC-170A**

Instructions to prepare for the testing session are on reverse side.

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

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



- 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:

Page 1

Section A - Applicant Personal Data

- **4.** Enter your *State* postal abbreviation for the state in which you live, for example, MS for Mississippi.
- **10a.** Enter your *Date of Birth.* For example, enter July 6, 1952 as follows:

Month		Day			Year				
0	7		0	6		1	9	5	2

Page 2

Section C - Other Consideration

- **16a.** 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.
 - b. 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 32 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. If you pass the written test, you will then participate in two interview exercises

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

Wł

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

Colu	mn A	Colum	Column B			
75823	85537	87537	73358			
82537	87537	85537	82357			
73358		75823				
hich num	ber in Co	lumn A has no match?				
(A) 8253	37	(C) 97537				
(B) 8553		(D) None of the above	4 1 1 0 1			

Multiply the numbers below: 1.5 x 6.3

(A) .945 (C) 94.5 (B) 9.45 (D) 945

ANSWER B

ANSWER A

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. An 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

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

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. Certificate 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)



 Form I-151 is no longer an acceptable List A document #5. However, Form I-551 remains an acceptable List A document #5.

FORM BC-170A (7-14-2008)

Page 1 OMB No.

	м ВС-170А 4-2008)	CENS	US EMPLOY	MENT IN	QUIRY	Economics a	nd Statistics Administration U.S. CENSUS BUREAU
		Section	A – APPLICAN	NT PERSON	AL DATA		
1.	Job Announcement	t Name and/or Job title:			rk (X) one box.		
2.	Social Security Nur	mher		10a. Date of			
				Month	Day Year		
3.	Name						
	Last Name	<u> </u>		b. Place of	birth		
				City			State or Country
	First Name		MI				
_			_	11. Are you	a citizen or natio	nal of the United	d States?
4.	Residence address Street address or RFD	number (Include apartment nu	mber. if anv)	Yes			
				□ No−	Specify country $ ightharpoonup$		
				12. FOR MA	LES ONLY: If you a	re a male born af	ter December 31,
		<u> </u>		you mus	d you want to be en t be registered with	the Selective Sen	vice System.
	City				one box. tify that I am regist	ered.	
					tify that I am not re		avalain in item 3/
	County		, , , , ,	13. Military		igistered. Il riot, e	xpiaii iii iteiii 54.
		710.6 1			ou claim veterans	' preference? Ma	ork (X) one box.
	State	ZIP Code		□ N	o preference – <i>Skip</i>	to item 14.	
_				Y	es – List period(s) of	f service 🌈	
Э.		different from item 3) D number (Include apartment n	umber, if any)	M	onth Year	Mor	nth Year
						то	
			<u> </u>	Ві	anch, Rank, Award	s, Badges, or Cam	paign medals –
	City			h w.c.		- 4	00
					ans' preference co	_	214 or other proof
	State ZIP Code	2)-point preference -	-	•
				If	you claim 10-point	preference, you n	nust complete a
6.	Intersecting streets	s nearest your home		In	andard Form 15, who formation Center.	ATTACH THE COM	IPLETED SF-15 TO
				TI	HIS APPLICATION, IN HE REVERSE SIDE OF	F THE SF-15. Indica	ate the type of
					D-point preference y f the following:	ou qualify for by	marking (X) one
7.	E-mail address				10-point (disabilit	ty) pref.	
					10-point (comper	nsable disability) p	oref. – less than 30%
8.	Telephone number Area code	r(s) Number	Mark (X) one box		10-point (comper	nsable disability) p	oref. – 30% or more
Day	1 1 1	.	(H) (W) (C)		10-point (other) p widow, or mothe	pref. (use when your of a disabled ver	ou are a spouse, teran)
Eve	ening			C. Kind	of discharge? Mar	rk (X) one box.	
Oth				□ н	onorable or genera	l under honorable	conditions
pho	one			o	ther – <i>Explain in it</i> e	m 34.	
	A. Location		B. FIPS Sta	ate C. FIPS (County D. Census	Tract	E. Census Block
FOF	Office or LCO						
OFF	FICE F. Scores	Final Score G. I-9	List A: List B:	List C:	H. Veteran's proof	I. Language co	
USE ON	LY Basic skills				Verified &		tion
	Mock inte	rview			attached		

NOTE - THE ACCURACY OF YOUR STATEMENTS WILL BE VERIFIED.

Section A – APPLICANT PERSONAL	DATA -	- Con.	17.	Have you ever worked for the C	ensus Bur	eau?	
14a. Education – Mark (X) highest education level				Yes No If yes, indicate dates of employme	nt and title	of	
Some high school – Did not graduate			40	position in item 34.			
High school diploma/GED			18.	Are you now employed by a feet tribal government?		, local o	r
☐ Technical degree/Trade school degree or c	ertificate			If yes, indicate name	∐ No		
Associate's degree				of agency, date and grade level.			
Bachelor's degree Master's degree			19.	Do you receive retirement or have y	ou ever app	lied for r	etirement
Doctoral degree				pay, pension, or other pay based on Columbia government service? If yes	federal civi	lian or Di	strict of
b. Complete when a Technical/Trade school	ol progra	m,		Yes No	,, слован н		
an Associate's, Bachelor's, Master's or Doctoral degree is selected in 13a.	Degree (if any)	Year received	20.	Do any of your relatives work			
Name of	(II ally)	received	-	Include – Father, mother, husband, w uncle, aunt, first cousin, nephew, nied	ce, father-in-	law, mothe	er-in-law,
institution				son-in-law, daughter-in-law, stepfathe stepdaughter, stepbrother, stepsister,	er, stepmothe half brother	er, stepsoi , and half	n, sister.
				Yes – Provide location (city and	state) and p	osition. 🗾	?
City							
State or				No			
country			21.	Hiring may be based in part on the h			
Section B – RECRUITING SOU	RCES			Indicate your availability by placing "X" day.			(es) for each
15. How did you hear about census job opportunition multiple sources if applicable	es? Mark ()	K)		Sun Mon	Tues Wed	Thurs	Fri Sat
Poster/flyer			a.	Any hours			
Community or organization newsletter/newspap	er/leader		b.	Morning			
Federal, state, tribal employment office/ Job service and information center			c.	(8 a.m. – 12 noon) Afternoon (12 noon – 4 p.m.)			
Speech/presentation by Census employee	•		d.	Evening			
Friend or relative working for Census				(4 p.m. – 9 p.m.)			
Toll-free Census number or job line			22.	Total hours per week you are w and including 40 hours.	illing to w	ork up to	0
Census job mailing or postcard Friend or relative not working for Census							
Job Fair				Section D - LAN	CHACE		
Newspaper – advertisement			22				
Newspaper – article			23.	Some census jobs require census employ interview by reading and recording resp	onses to ques	tions in a	language
Radio				other than English. The census employed individuals who speak no English to resp	ond to the in	terview by	/
Internet/E-Mail School or college				explaining the purpose and importance receive Census training, but not lang	of the census Juage traini	. Employe ng.	es will
Business/private company				Are you fluent enough in any specific lar easily read and record responses, as well	nguage to ho	ld a conve	rsation, to
□ TV				language with individuals who speak no language(s) below and mark (X) to all the	English? <i>If so</i>	o, please li	st the
Other – Specify				Language(s)	Speak	Read	Write
	TI			Languago(o/	- Cpount		
	<u> </u>	<u>'</u>				Ш	
Section C – OTHER CONSIDER	RATION			Section E – TRANSPORTA	TION		
16a. Are you willing to work in the field? Field work i	includes po	sitions		Indicate the type(s) of transportation		for vour i	ISA -
primarily outside the office environment and may reall types of neighborhoods.	quire you to	o travel to		Mark (X) all that apply.	ii availabic	ioi youi t	u S C
☐ Yes ☐ No				Automobile			
b. Are you willing to work in the office? (Limited n available.)	number of t	hese jobs		4-Wheel drive			
Yes No				☐ Airplane ☐ Boat			
C. Will you be available to attend a 3–5 day training	ng session	?		ATV (All terrain			
Yes No	5			vehicle)			
d. Do you have a land line telephone?				Other – Describe →			
Yes No				None			
e. Do you have computer or data entry experience?			b	Do you have a valid driver's license	?		
Yes No				Yes No			
Yes No • Do you have computer or data entry experience	e?		b	Do you have a valid driver's license	?		

	Section F - PRIOR WORK EXPERIENCE	28a.	Name of your next most recent employer
25.	If you have never worked, mark (X) here → ☐ and SKIP to item 29.		
26.	Can we contact your most recent employer?	١.	
	Yes	b.	Supervisor's name (Last name, first name, middle initial) Last Name
27a.	No Name of your present or most recent employer		
h			First Name MI
	Supervisor's name (Last name, first name, middle initial) Last Name		
		c.	. Address of next most recent employer
	First Name MI		
c.	Address of your present or most recent employer		City
			State ZIP Code
	City		
		اء	
	State ZIP Code	a.	Telephone number Area code Number
٦	- L. L		
a.	Telephone number Area code Number	e.	Date of employment Month Day Year
e.	Date of employment		ТО
С.	Month Day Year		Month Day Year
	TO Month Day		
	Month Day Year	į t.	. Title of position
e			
т.	Title of position	g.	Salary
			\$
g.	Salary		Hourly Weekly Monthly Yearly
		h	Did you supervise?
L	Hourly Weekly Monthly Yearly		Yes
n.	Did you supervise? Yes		No
	□ Yes □ No	i.	Describe duties
i.	Describe duties		
j.	Reason for leaving	j.	Reason for leaving
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Section G - BACKGROUND INFORMATION							
	Answer all questions in items 29 through 33 below. Read each statement carefully be	fore responding.					
	During the past 5 years , have you been fired from any job for any reason, did you quit after being told t would be fired , or did you leave any job by mutual agreement because of specific problems, or were you de Federal employment by the Office of Personnel Management or any other agency? If "YES," use 34 (below) to write for each job a) the name of the employer; b) the approximate date you left c) an explanation of the problem and the reason for leaving.	harred from	Mark (X	() one			
	When answering questions 30 through 33 you may omit: 1) traffic fines of \$300 or less; 2) any violation birthday, 3) any violation of law committed before your 18th birthday, if finally decided in juvenile court or conviction set aside under the Federal Youth Corrections Act or similar state law; 5) any other conviction for under federal or state law. NOTE: You must include convictions resulting from a plea of nolo contendere (no	r which the record	d before you fender law; was expung	ur 16th 4) any ed			
	Important note about questions 30 through 32. We will consider the date, facts, and circumstances of ealist. In most cases you can still be considered for federal jobs. However, if you fail to tell the truth or fail to list events, this failure may be grounds for not hiring you, for firing you after you begin work, or for criminal pro U.S.C. 1001].	st all relevant					
	During the last 10 years, have you been convicted, been imprisoned, been on probation, or be (Includes felonies, firearms or explosive violations, misdemeanors, and all other offenses.) If "YES" use is date, explanation of the violation, place of occurrence and the name and address of the police departme [A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for called misdemeanors under state law which are punishable by imprisonment of two years or less.]	item 34 to provide ent or court involv	e the ved.	□ No			
31.	Are you now under charges for any violation of law? If "YES" use item 34 to provide the date, explanation of place of occurrence, and the name and address of the police department or court involved.	of the violation,	Yes	□ No			
32.	Have you been convicted by a military court-martial in the past 10 years? If no military service, answer "NO "YES" use item 34 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.)." If	Yes	☐ No			
	Are you delinquent on any federal debt? (Include delinquencies arising from federal taxes, loans, overpayme benefits, and other debts to the U.S. Government plus defaults on federally guaranteed or insured loans such and home mortgage loans.) If "YES", use item 34 to provide the type, length, and amount of the delinquency and steps that you are taking to correct the error or repay the debt.	h as student	Yes	□ No			
	Section H – PRIVACY ACT STATEMENT						
	Solicitation of this information is authorized by section 23 of title 13, U.S. Code, which authorizes temporarily to determine your qualifications for employment identify you to other sources asked to comment on your qualifications, e.g., educational institutions, for 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 birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agenciall the information is voluntary, but failure to provide any part or all of the data requested will result consideration for employment.	nt and may be use former employers, ay have the same ties to do so. The t	ed also to , and law name and furnishing o	of			
	Public reporting burden for this collection of information is estimated to average 15 minutes per responsively reviewing instructions, searching existing data sources, gathering and maintaining the data needed, at the collection of information. Send comments regarding this burden estimate or any other aspect of the including suggestions for reducing this burden, to: Paperwork Project 0607-0139, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0139 to the comments of the comments	ind completing an this collection of ir 4700 Silver Hill Ro	nd reviewing nformation, oad, Stop 15	500,			
	The eight digit OMB control number on the first page of this form confirms our authority to collect the	is information.					
	Section I – SIGNATURE, CERTIFICATION, AND RELEASE OF INFORM	MATION					
	YOU MUST SIGN THIS APPLICATION IN DARK INK. Read the following carefully before you sign. A factor of the special point of the sign of the	, you may be pun , be investigated r Federal employ tigators, personn	nished by fir as allowed ment by nel staffing	ne I by			
Signa	ture	Date signed					
Print	name						

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