# APPLICATION FOR EMPLOYMENT INSTRUCTIONS

#### Carefully Read the Following Instructions and the Vacancy Announcement Before You Complete this Application

THIS APPLICATION IS REQUIRED FOR CERTAIN EMPLOYMENT OPPORTUNITIES IN THE DEPARTMENT OF STATE. TYPE OR PRINT CLEARLY IN BLACK INK. NOTE: Illegible statements on the application form may hinder full consideration of your application. Data on the application form are read by computer. Using care while filling in the form will speed processing of your application. **TYPING IS PREFERRED.** If you plan to type this application, **first fill in the boxes** (*items #10, 11, 12, etc.*) with black ink. If you plan to handwrite, print carefully and close letters.

Before completing this application, determine from the appropriate office if applications are being accepted for the position in which you have an interest and, if so, obtain a vacancy announcement from that office. In addition to describing the job, the announcement will help you determine if you have the appropriate qualifications and how to present them, advise whether any additional application documents are needed, and explain how to submit the application and any supplemental documents.

You must submit at least the following parts of this application (refer to the vacancy announcement for complete instructions on what to submit): one Page 1, one Page 2, one Page 3 and one page 5. On each Page 2, 3 and 4 you submit, enter your Social Security Number and up to the first 18 characters of your last name. You may submit more than one Page 2 depending on the number of experience blocks you need, but only one Page 3.

When completing date (except item # 18 - "Date of Diploma/GED" and items #19 and 20 - "Date of Degree"), use the following format: MM-DD-YYYY.

Answer all questions fully and correctly. Otherwise, you may delay the review of your application and exclude yourself from consideration for employment. See the vacancy announcement for the fax number and/or mailing instructions and for any required additional submissions and attachments. You must keep a copy of this application with an original signature. At some point in the selection process, you may be asked to submit original copies of your application and attachments. If you plan to make copies of your application, we suggest you leave items #9, 24 and 25 blank, so you can use this application for future vacancies. Complete these blank items each time you apply. YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.

### SPECIFIC INSTRUCTIONS

#### Page 1

- **#5.** If applicable, include your apartment number at the end of your street address.
- #6, 7. Include area codes for all phone numbers. Use the following format: 202-555-1234.
- #12. If you are a male and were born prior to December 31, 1959, you should NOT answer item #12.
- **#13.** To qualify for Veteran's Preference, you must have been discharged or released from active duty in the armed forces under honorable conditions performed under ONE of the following conditions:
  - In a war; or
  - In a campaign or expedition for which a campaign badge has been authorized; or
  - During the period beginning April 28, 1952, and ending July 1, 1955; or
  - For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning February 1, 1955, and ending October 14, 1976; or
  - During the Gulf War from August 2, 1990, through January 2, 1992; or
  - For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 22, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
  - Are a disabled veteran.

# APPLICATION FOR EMPLOYMENT INSTRUCTIONS (Cont'd)

#### (Item #13 continued)

You will be required to submit a completed SF-15 and/or DD-214, along with any proof requested, to receive Veteran's Preference. (Please note that Veterans' Preference eligibility is governed by 5 U.S.C. 2108 and 5 CFR Part 211. All conditions are not fully described on this form because of space restrictions. For additional information, please refer to the specific regulations.)

- **#16, 17.** Mark only one box per item. For #16, indicate the highest level of education you have completed. For #17, mark the box that most closely indicates your present status.
- **#18, 19, 20.** List the most recently attended schools for each of these items. On Page 5, you have more space to list schools where you received additional degrees or certificates, such as from Vocational/Technical programs. Use the following format for "Date of Diploma/GED" and "Date of Degree": mm-yyyy (e.g. 04-1994). For "Date From" and "Date To" use mm-yyyy (e.g. 04-2000).
- **#22.** Rate your proficiency for speaking and reading languages other than English. Be sure to include the two languages in which you have the highest proficiency. If you wish to list more than two languages in which you have proficiency, give details in the "Continued Items" area on Page 3. Rate your proficiency using the codes listed below:

Proficiency Code	Speaking Definitions	Reading Definitions		
0-No Practical Proficiency	No Practical speaking proficiency	No Practical Reading proficiency		
1-Elementary Proficiency	Able to satisfy routine travel needs and minimum courtesy requirements.	Able to read some personal and place names, street signs, office and shop designations, numbers and isolated words and phrases.		
2-Limited Working Proficiency	Able to satisfy routine social demands and limited work requirements.	Able to read simple prose, in a form equivalent to typescript or printing, on subject within a familiar context.		
3-minimum Professional Proficiency	Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.	Able to read standard newspaper items addressed to the general reader, routine correspondence, reports, and technical materials in the individual's special field.		
4-Full Professional Proficiency	Able to use the language fluently and accurately on all levels pertinent to professional needs.	Able to read all styles and forms of the language pertinent to professional needs.		
5-Native or Bilingual Proficiency	Equivalent to that of an educated native speaker.	Equivalent to that of an educated native.		

### Pages 2 and 3

Fill in your employment, unemployment, and education activities, beginning with the present and working backwards 10 years. Label each experience with a consecutive letter (A, B, C, D, etc.) beginning with the letter "A" in the first "Experience Block". INCLUDE ALL: full-time work, part-time work, temporary work, paid work, unpaid work, active military duty, self-employment, periods of unemployment, educational activities (for unpaid activities, leave the salary blocks blank). You may also include any other experience prior to the past 10 years which you feel would be relevant to the position for which you are applying. If you had a significant change of duties or responsibilities while you worked for the same employer, describe each major change as a separate experience. If specific experience continues to the present, mark the box for "Present" and do not mark the "Date To" blocks.

**Note**: If you receive the application from by fax and the four corner boxes are cut off at the top or bottom of any page, please contact the sending office to resend the fax or request a form by mail. The form may not read properly if the boxes are not intact.

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# APPLICATION FOR EMPLOYMENT INSTRUCTIONS (Cont'd)

#### PRIVACY ACT STATEMENT

This form is authorized by 5 U.S.C. 3301. It is used by the public to apply for positions in the U.S. Department of State (DOS). DOS will protect the collected information pursuant to the Privacy Act of 1974, as amended and the Freedom of Information Act, as applicable.

If a request is made, we may share non-personally-identifiable information with others in aggregated form *(for instance, a count the average number of applications)*. With respect to personally-identifiable information, the Office of Personnel Management is authorized to rate Civil Service applicants for Federal jobs under sections 1104, 1302, 3301, 3304, 3320, 3324, 3361 and 3394 of title 5 of the U.S. Code. Section 1104 of Title 5 of the U.S. Code allows the Office of Personnel Management to authorize other Federal Agencies to rate applicants for Federal jobs. With respect to personally-identifiable information, the U.S. Department of State is authorized to rate Foreign Service applicants for Federal jobs under section 3926 and 3941 of the U.S. Code.

We are authorized to solicit your Social Security number by Executive Order 9397. We need the information collected to determine how well your knowledge, skills and abilities qualify you for a Federal job. We also need information on matters such as citizenship and military service to determine whether you are affected by laws that we must follow in deciding who may be employed by the Federal Government. We need you Social Security Number (SSN) to identify your records because other people may have the same name and birth date.

If necessary, and usually in conjunction with another form or forms, the information collected in an application (including your Social Security number) may be used in conducting an investigation to determine your suitability for employment or your ability to hold a security clearance. The information may be disclosed to authorized officials making similar, subsequent determinations. Disclosure of the information requested in an application (including your Social Security number) is voluntary; however, your application will not be processed if you fail to disclose any such information (including your Social Security number). Also, incomplete and/or incorrect addresses and/or email addresses may result in our inability to contact you should you be selected for an interview and/or as the selected candidate for a position for which you have applied.

Information we have about you may also be given to Federal, State, and local agencies for checking on law violations or other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

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## U.S. Department of State

## APPLICATION FOR EMPLOYMENT

*OMB Approved No. 1405-0139
Expires 07-31-2008
Estimated Burden 30 Minutes

Mr. 1. Name (Last, Mrs.	First, MI.)										
Ms. 2. Other Names Ever Us	ed ( <i>Maiden, Nickna</i>	mes, etc.)			3. Date of Bi	rth <i>(mm</i>	-dd-yyyy)	4. Socia	Securit	y Number	
5. Current Address (Inclu	ıde apartment numi	per, if any)									
5a. City		5b. State	(Two Letters)	5c. Z	IP/Postal Code (ZIP -	+ <i>4)</i>	5d.	E-Mail Addı	ess		
5e. Country (if not Uni	ted States)				rrent Home Phone Jude Area Code)			urrent Work			
7. Permanent Address (ii	nclude apartment n	umber, if an	y)								
7a. Permanent City				7b.	State (Two Letters)	7c	:. ZIP/Postal	Code (ZIP	+ 4)		
7d. Permanent Count	ry (If not United Sta	tes)		7e.	Permanent Home Pho (Include Area Code)	one					
8. Indicate Title, Position	or Program you ar	e applying f	or Job A	 Announc	ement Number	9. Lowes	t Acceptable	Annual Sal	ary	Or Grade Le	vel
10. Are you available for: (S Full-Time? Temporary/Part-Time?	Shift Work? Flexible Work S			cohabitan Yes	t a U.S. Citizen?	after have	you are a male December 31, you registered Selective Servi	1959, with ce?	No Pre 5-Poin	s Preference eference at Preference ont Preference	
Overtime?  14. Were you ever employed	World Wide Ass		No 15. Do you have	re a 1		vel Compl	Yes N	0		Current Studen	ıt
Federal Government? If "		1 1 1 1	relative working the Agency for		10C	College: 2	Grad	uate Studies		Status	
Temporary Career-C	conditional Caree	r Except		≣S".		College: 3 College: 4	Mast	ers essional Degr		Full-Time Stud	lent
Do you receive, or have you opension or other pay based on District of Columbia Governm	n military, Federal civi	ian, or	give details on Page 5.	]No	Vo/Tech Prog.	College: 4 College: B	AA JD/o	ther law degre	е Ш	Part-Time Student	dent
18. High School Name			City, State, ZIP Co	ode			Date of D	Diploma/GE	D (mm-y	ууу)	
19. Undergraduate Institu	ution		ate of Degree (mm	п-уууу)	20. Graduate Institu	tion		Dat	e of De	gree (mm-yy	уу)
City, State, ZIP Code, Co	ountry (if not U.S.)		Grade Point Avg. On 4.0 scale)		City, State, ZIP Cod	le, Count	ry (if not U.S.		rade Po n 4.0 so	•	_
Major	Minor		lumber of credit ho ompleted	ours	Major	Min	or		umber complete	f credit hour	s
Date From (mm-yyyy)	Date To (mm-yy	'yy)	Quarter hours Semester hours		Date From (mm-yy)	/y) D	Pate To (mm-	Q	uarter he	ours complet	ted
21. Do you have or have	you had a Security Yes No	Clearance?	22. First For	eign Lar See Cod	nguage Proficiency les Page 2)		Second Fo	oreign Lang (See Codes	uage Pr Page 2	oficiency )	
If "YES", what type of clea	arance and who iss	ued the									
Spe			'r					ng Proficien	СУ		
23. List any special skills current licenses, honors, and/or training (with date position for which you a	awards, special acc completed) relating	complishme to the	application is		re (SIGN IN INK) I cer orrect, complete, and			mation on a	R ind attac	ched to this	
if necessary.	<del>-</del>	·	j 			Signat	ture				
			25. Date Sig	gned (mi	 m-dd-yyvv)						

\*The response time is an estimated average including the time needed to look for, get and provide the information required. You do not have to provide the information requested if the OMB approval has expired. We would appreciate any comments on the estimated responses and cost burdens, and recommendations for reducing them. Please send your comments to A/ISS/DIR, U.S. Department of State, Washington, DC 20520.





## **APPLICATION FOR EMPLOYMENT**

Social Security N	umber L	ast Name					
Experience Block	e of Experience  Paid  Unpaid  Unemployed  Education  Address (Include	Full-Time/Part-Time  Full-Time  Part-Time  If P/T, hours per week  ZIP Code, if known)	Exact Title of No.	To  If Federal emp	Starting Salary  If present experience, mark box and leave "I To" blank. Present Prese	Date ent tary, list series, grade of your last promotior	Hr Wk Mo Yr mm-dd-yyyy) or rank, and if
Describe your duties a this work experience).		ints (Include any knowle	edge, skills, and abilitie	es listed in the v	vacancy announcement	that you have gained	from
Experience Type Block	e of Experience Paid Unpaid Unemployed Education Address (Include	Full-Time/Part-Time  Full-Time  Part-Time  If P/T, hours per week  ZIP Code, if known)	Exact Title of No.	-yyyy) To If Federal em	Starting Salary  If present experience, mark box and leave " To" blank. Present ployment, civilian or milination produced by the date.	Date Po (mm) ent itary, list series, grade	Hr Wk Mo Yr n-dd-yyyy) or rank, and if
Describe your duties a this work experience)		ents (Include any knowle	edge, skills, and abilitie	Supervisor's f	Name, Area Code and T	Felephone Number	

## **APPLICATION FOR EMPLOYMENT (Cont'd)**

Social Secu	urity Number	Last Name						
	duties and accomplishr	Full-Time/Part-Time  Full-Time  Part-Time  If P/T, hours per week  Description:  If E/T, hours per week  Description:  If E/T, hours per week  If E/T, hours per week	Date From (mm-co	If Federal empromoted in the	Starting Salary  If present experient mark box and leave To" blank.  ployment, civilian or minis job, indicate the date.  Name, Area Code and experient wacancy announcement.	e "Date iilitary, list s ite of your I	ast promotion.	Hr Hr Wk Mo Yr
Item 15 continue brother, sister, umother-in-law, s	uncle, aunt, first cousin, con-in-law, daughter-in- mother, stepson, stepd	3 other, husband, wife, son, nephew, niece, father-in-law, sister aughter, stepbrother, step Relationship	n-law, r-in-law,	degrees were re where certificate	continued. Other sch eceived or vocational, es were received and as requested in blocks	technical o	or armed forces	schools
Item 22 continu	Speaking Proficie	ency Reading Profic	ciency					
	ued List special skills,	awards, accomplishment	ts and/or training.					
I hereby authori	ze the U.S. Departmen	t of State to furnish to an I financial aid statement f S. Department of State.						
		Signature			_	Date (mi	m-dd-yyyy)	-

# **APPLICATION FOR EMPLOYMENT (Cont'd)**

SUPPLEMENTAL INFORMATION

Social Security Number Last Name	
1. If employed, describe Field of Work. (Mark the appropriate box(es))  Administrative/Management Media/Journalism Economics/Marketing Fine Arts Banking/Finance Scientific/Technical International Trade Clerical and Related Law Sales/Service Teaching Military Federal Government Other Foreign Affairs (Please specify) Careers.state.gov Other Website (Please specify) 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	Professional Organizations (Please specify)  Poster  Radio Advertisement  Radio/TV Interview  School or College Career Counselor  Teacher, Professor or Other Faculty  Other (Please specify)

## **APPLICATION FOR EMPLOYMENT (Cont'd)**

### **EMPLOYMENT DATA**

General instructions: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pen. Be sure to read each item thoroughly before completing this form.

F	Mr. 1. Name (Last, First, Ml.) Mrs.								
	Ms. ————								
2.	Social Security Number	3. Positio	n for which you are appl	ying					
4.	Job Announcement Number	5 (a). Is tl	is a Student Program po	osition?		Yes	No		
		. ,	•	roll or continue to be enrolled in rompleting the program?	a college	Yes	No		
	Race and Ethnicity Identification. T	he race a	nd ethnic categories for f	ederal statistics and administrati	ve reporting are	defined be	low. Please identify yourself		
ın	terms of one or more of the followin  (1) American Indian or A								
	(2) Asian	naska iva	100	(4) Hispanic or Latino  (5) Native Hawaiian or Oth	oer Pacific Island	ler			
	(3) Black or African Ame	erican		(6) White	iei i acilic island	ici			
No	te: Race is defined by the Equal E		t Opportunity Commissio						
	American Indian or Alaska Nativ		A person having origins	in any of the original peoples of ntains tribal affiliation or commun		and South	America (including Central		
:	2. Asian			in any of the original peoples of for example, Cambodia, China, I lietnam.					
;	3. Black, or African American			in any of the black racial groups well as "Black" or "African Americ		category in	cludes terms such as		
	4. Hispanic or Latino			xican, Puerto Rican, South or Central American, or other Spanish culture or origin, s 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 a Hawaii, Guam, Samoa, or other Pacific Isla						or other Pacific Islands.		
	6. White		A person having origins	in any of the original peoples of	Europe, the Mid	dle East, o	r North Africa.		
7.	Do you have a disability? (Volunta	ry)	Yes No If yes,	please identify the disability using	ng the codes bel	ow.			
	elf-identification of disability status i			•		vill be used	for statistical		
Do ac	efinition of a Disability: A person is stivities; has a record of such an import the case of multiple impairments, or	disabled it pairment; d	he or she has a physica r is regarded as having	Il or mental impairment which sul such an impairment. Those disa	bstantially limits abilities that are t	o be repor	ed are listed below.		
			<b>Employment Data</b>	Self-Identification of Dis	sability				
1	. <b>Mobility Impairments:</b> Individua affected by injuries or disease.	als whose	basic mobility, coordinat	ion, and balance, strength and e	ndurance, and o	ther aspec	ts of body function are		
2	. People Who Have Vision Impai	rments: Ir	dividuals who have eithe	er complete or partial loss of vision	on.				
3	3. People Who Have Hearing Impairments: Individuals who may be deaf or hard of hearing.								
4	4. <b>People with Invisible</b> ( <i>Hidden</i> ) <b>Disabilities:</b> 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	ı: Individu	als who may not be able	to think, reason or remember as	s well as others.				
6	. People with Psychiatric Disabi and other conditions.	lities: Psy	rchiatric disabilities are d	liverse and include anxiety disord	ders, depression	n, bipolar di	sorders, schizophrenia,		
7	<ul> <li>People with Muscular or Neuro some involuntary or halting move</li> </ul>	_		- · · · · · · · · · · · · · · · · · · ·			=		

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.