# 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.

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).

# APPLICATION FOR EMPLOYMENT INSTRUCTIONS (Cont'd)

**#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
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	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.

## PRIVACY ACT STATEMENT

Authority: This form is authorized by 5 U.S.C. 3301.

**Purpose:** The information requested will be used to conduct an investigation to determine an applicant's suitability for employment and/or your ability to obtain a security clearance.

**Routine Uses:** This information may be given to Federal, State, and local law enforcement agencies to check for criminal and/or civil violations. Your name and address may be submitted to other federal U.S. Government agencies and Congressional offices and/or committees and international organizations, if requested for potential employment opportunities. If you are selected for Federal employment, we may also notify your college or university placement office.

Solicitation of your Social Security number is authorized by Executive Order 9397. Respondents Social Security numbers (SSN) will be used to identify records as other individuals may have the same name and birth date.

**Disclosure:** Although the information requested in this application (including your Social Security number) is voluntary; your application will not be processed if you fail to disclose any such information (including your Social Security number).

*Note*: If you receive the application 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.

## U.S. Department of State APPLICATION FOR EMPLOYMENT

\*OMB Approved No. 1405-0139 Expires 09-30-2011 Estimated Burden 30 Minutes

Mr. 1. Name (Last, First, MI.)					
Ms.     Ms.     Other Names Ever Used (Maiden Nicknames etc.)	_	3. Date of Birth (mn	n-dd-yyyy) 4	Social Security Number	
5. Current Address (Include apartment number, if any)					
5a. City 5b. State (Tw	o Letters) 5c. ZIP/P	ostal Code (ZIP + 4)	5d. E-Mai	il Address	
5e. Country (if not United States)		6. Current Home Phone (Include Area Code) 6a. Current Work Phone (Include Area Code)			
7. Permanent Address (include apartment number, if any)					
7a. Permanent City	7b. Sta	te (Two Letters) 70	c. ZIP/Postal Code	(ZIP + 4)	
7d. Permanent Country (If not United States)	7e. Perr (Inclu	nanent Home Phone Ide Area Code)			
8. Indicate Title, Position or Program you are applying for	Job Announceme	nt Number 9. Lowes	st Acceptable Annu	al Salary Or Grade Level	
Full-Time? Shift Work?	11. Are you a U.S. Citizen? s your spouse/cohabitant a U Yes [ f "NO", enter the country of hi	.S. Citizen? after	f you are a male born r December 31, 1959, e you registered with Selective Service?	13. Veteran's Preference         No Preference         5-Point Preference         10-Point Preference	
14. Were you ever employed as a civilian by the rederal Government? If "YES" mark all that apply.       15. Do you have a relative working for the Agency for which you are applied for retirement pay, pension or other pay based on military, Federal civilian, or District of Columbia Government service?       15. Do you have a relative working for the Agency for which you are applied for retirement pay, Pension or other pay based on military, Federal civilian, or District of Columbia Government service?       16. Highest Education Level Completed in the Agency for which you are applied for retirement pay, Pension or other pay based on military. Federal civilian, or District of Columbia Government service?       17. Current Student Status					
18. High School Name City	. State. ZIP Code		Date of Diplom	na/GED (mm-yyyy)	
19. Undergraduate Institution Date o	f Degree (mm-yyyy) 20	. Graduate Institution		Date of Degree (mm-yyyy)	
	e Point Avg. Cit 0 scale)	y, State, ZIP Code, Coun	try (if not U.S.)	Grade Point Avg. (on 4.0 scale)	
Major Minor Numb comp		ajor Mir	nor	Number of credit hours completed	
	rter hours completed	ate From <i>(mm-yyyy)</i>	Date To <i>(mm-yyyy)</i>	Quarter hours completed	
21. Do you have or have you had a Security Clearance? Yes No If "YES", what type of clearance and who issued the clearance?	22. First Foreign Langua (See Codes F			Language Proficiency Codes Page 2)	
23. List any special skills <i>(e.g. computer)</i> ,experiences,	Speaking Proficiency	Reading Proficiency	Speaking Profic	iency Reading Proficiency	
current licenses, honors, awards, special accomplishments, and/or training ( <i>with date completed</i> ) relating to the	24. Original Signature ( <i>SIGN IN INK</i> ) I certify that all of the information on and attached to this application is true, correct, complete, and made in good faith.				
<b>position for which you are applying.</b> Continue on Page 5, if necessary.		Signa	ature		
	25. Date Signed (mm-do				

\*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/GIS/DIR, U.S. Department of State, Washington, DC 20520.



# **APPLICATION FOR EMPLOYMENT**

Social Securi	ty Number La	ast Name				
Block	Type of Experience Paid Unpaid Unemployed Education	Full-Time/Part-Time Full-Time Part-Time If P/T, hours per week	Exact Title of Y		Starting Salary per Hr Wk Mo Yr If present experience, mark box and leave "Date To" blank. Present	Ending Salary per Hr Wk Mo Yr Date To (mm-dd-yyyy)
Employer's Name	and Address (Include	ZIP Code, if known)		promoted in th	bloyment, civilian or military, li bis job, indicate the date of vo	
this work experier					vacancy announcement that y	
Block	Type of Experience Paid Unpaid Unemployed Education and Address <i>(Include</i>	Full-Time/Part-Time Full-Time Part-Time If P/T, hours per week ZIP Code, if known)	Exact Title of Y	yyyy) To	Starting Salary per Hr Wk Mo Yr If present experience, mark box and leave "Date To" blank. Present ployment, civilian or military, l	Ending Salary per Hr Wk Mo Yr Date To (mm-dd-yyyy)
Describe your du this work experied		nts (Include any knowle	dge, skills, and abilitie	Supervisor's I	Name, Area Code and Teleph	none Number

APPLICATION FOR EMPLOYMENT (Cont'd)						
Social Sec	urity Number	Last Name				
Experience Block	Type of Experience Paid Unpaid Unemployed Education me and Address <i>(inclue</i>	Full-Time/Part-Time Full-Time Part-Time Part-Time If P/T, hours per week de ZIP Code, if known)	Exact Title of You Date From (mm-	dd-yyyy) To If Federal em promoted in th	Starting Salary per Hr Wk Mo Yr If present experience, mark box and leave "Date To" blank. ployment, civilian or military, I nis job, indicate the date of yo	list series, grade or rank, and if our last promotion.
Describe your this work expe		nents (Include any knowl	edge, skills, and ab	ilities listed in the	vacancy announcement that j	you have gained from
Item 15 contin brother, sister, mother-in-law,	uncle, aunt, first cousin, son-in-law, daughter-in- omother, stepson, stepd	3 other, husband, wife, son, nephew, niece, father-in law, brother-in-law, sister aughter, stepbrother, step	-law, r-in-law,	degrees were re where certificate	eceived or vocational, technic	ed in blocks #19 or 20. Include
Name		Relationship				
Item 22 contin	ued Speaking Proficie	ency Reading Profic	ciency			

Item 23 continued List special skills, awards, accomplishments and/or training.

AUTHORIZATION TO FURNISH INFORMATION

I hereby authorize the U.S. Department of State to furnish to any organization or individual who is a potential funding source or organization all the information I have furnished on this form, any official financial aid statement from any college or university, and any other information I have provided with respect to my application for this position with the U.S. Department of State.

Signature

Date (mm-dd-yyyy)

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

SUPPLEMENTAL INFORMATION

Social Security Number	_ast Name				
<ol> <li>If employed, describe Field of Work.</li> <li>Administrative/Management</li> <li>Economics/Marketing</li> </ol>	Media/Journalism		2. Years of Full-Time Work Experience		3. Years of Overseas Experience
<ul> <li>Banking/Finance</li> <li>International Trade</li> <li>Law</li> <li>Teaching</li> <li>Federal Government</li> <li>Foreign Affairs</li> </ul>	<ul> <li>Scientific/Technical</li> <li>Clerical and Related</li> <li>Sales/Service</li> <li>Military</li> <li>Other</li> <li>(Please specify)</li> </ul>		<ul> <li>4. Overseas Experienc</li> <li>Student</li> <li>Dependent</li> <li>Peace Corps</li> </ul>	e Military Govern Other	ment (Please specify)
5. How did you learn about the job for w			choices)		
<ul> <li>5. How did you learn about the job for w</li> <li>Careers.state.gov</li> <li>Other Website (<i>Please specify</i>)</li> <li>Department of State Diplomat in</li> <li>Department of State Recruiter</li> <li>Listserv message from careers.s</li> <li>Friend or Relative Working for Do</li> <li>Email Marketing</li> <li>Direct Mail</li> <li>Commercial Career Fair</li> <li>College Career Fair</li> </ul>	Residence	Maga Milita News Profe Poste Radic Radic Schoo	zine ( <i>Please specify</i> ) ry Transition Assistance paper ( <i>Please specify</i> ) ssional Organizations ( <i>P</i>	lease 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.

Mr. 1. Name (Last, First, MI.)				
Ms				
2. Social Security Number	3. Position for which you are applying			
4. Job Announcement Number 5 (a). Is this a Student Program position?				
	(b). If "YES", do you intend to enroll or continue to be enrolled in a college Yes No or university immediately after completing the program?			
	The race and ethnic categories for federal statistics and administrative reporting are defined below. Please identify yourself ring categories by marking the appropriate box(es).			
(1) American Indian of				
(2) Asian	(5) Native Hawaiian or Other Pacific Islander			
(3) Black or African Ar	$\Xi$ . The second secon			
Note: Race is defined by the Equal	Employment Opportunity Commission as follows:			
1. American Indian or Alaska Nat				
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. This category includes terms such as "Haitian" or "Negro" as well as "Black" or "African American."			
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 Paci	fic Islander A person having origins in any of the original peoples of a 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.			
7. Do you have a disability? (Volun	<i>tary)</i> Yes No If yes, please identify the disability using the codes below.			
	s is essential for effective data collection and analysis. The information you provide will be used for statistical tion is voluntary, your cooperation in providing accurate information is critical.			
Definition of a Disability: A person activities; has a record of such an ir	is disabled if he or she has a physical or mental impairment which substantially limits one or more major life npairment; or is regarded as having such an impairment. Those disabilities that are to be reported are listed below. , choose the code which describes the impairment that would result in the most substantial limitation on this job.			
	Employment Data Self-Identification of Disability			
<ol> <li>Mobility Impairments: Individ affected by injuries or disease.</li> </ol>	luals whose basic mobility, coordination, and balance, strength and endurance, and other aspects of body function are			
2. People Who Have Vision Imp	airments: Individuals who have either complete or partial loss of vision.			
3. People Who Have Hearing Im	pairments: Individuals who may be deaf or hard of hearing.			
	<b>) Disabilities:</b> Individuals who have a disability that is not visible to an onlooker. There are many disabilities such as environmental illness, AIDS, chronic fatigue, psychiatric or mental illnesses, attention deficit hyperactivity disorder, ental retardation.			
5. People with Mental Retardation	on: 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.				