

# Census Jobs!

U.S. DEPARTMENT OF COMMERCE • Economics and Statistics Administration • U.S. CENSUS BUREAU

## The Census Bureau is an Equal Opportunity Employer

### A UNIQUE OPPORTUNITY: EARN MONEY WHILE YOU SERVE YOUR COMMUNITY

The U.S. Census Bureau is offering temporary short-term positions in support of the 2020 Census and related tests. While working, you will serve your country and make a difference in your community.

### DUTIES

We need local residents for a variety of opportunities, including interviewing, office administration, field outreach, and supervision. A number of these jobs involves dealing with the public. Most positions require locating addresses and conducting face-to-face interviews with residents who fail to return their census questionnaire. This involves visiting respondents in a variety of residence types, asking questions and recording responses.

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

### TRAINING

If selected, you may be asked to attend a paid training session. Some positions may require you to complete automated self studies online as well as classroom training. You will be paid for hours worked including time spent training.

### WHEN YOU WILL WORK

ALL jobs will be short term (several weeks) and temporary. Your actual work hours per week and length of employment (number of weeks) are subject to work being available. Jobs in the field will require you to verify and update the Census Bureau's address list and maps and interview households via personal visit. For field positions, your availability to work when people are home is critical. Afternoon, evening, and weekend hours are the most productive times to work. You generally will have flexibility to choose which hours to work during these productive time periods.

### PAY

Social Security deductions will be taken from your earnings. Federal, state, and local income taxes, where applicable, also will be deducted. For field work, you will be reimbursed for authorized mileage and other expenses incurred while working.

For more information, contact:

### HOW CAN YOU QUALIFY FOR CENSUS WORK?

1. Noncitizens will only be considered for census jobs when there is a language requirement and no qualified citizens are available. If hired, noncitizens must present documentation of employment eligibility.
2. You must be 18 years old or older to be hired.
3. You must have a valid Social Security Number.
4. You must have a valid e-mail address.
5. Applicants must take a skills assessment. For some positions, the assessment may be taken in Spanish along with an English Proficiency Test.
6. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
7. The Census Bureau performs criminal background checks and reviews criminal records (including fingerprinting) as part of the hiring process.
8. You may not engage in any partisan political activity while on duty.
9. Your current 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 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 no later than 9:00 p.m. You generally will have flexibility to choose which hours to work during these productive time periods.

### PRIVACY ACT AND BURDEN STATEMENT

Solicitation of your personal information is authorized by Title 13 U.S.C., Section 23, which authorizes temporary appointments in the U.S. Census Bureau. The collection of your information is also authorized under 5 U.S.C. 301, 3301, 3302, and Executive Orders 9397, 10566.

The purpose of collecting this information is primarily to determine your qualifications for employment and may also be used to identify you to other sources asked to comment on your qualifications, e.g. educational institutions, former employers, and enforcement agencies, or to a court during legal proceedings. Personal information collected includes your Social Security Number (SSN), name, address, date of birth, telephone number, etc.

Disclosure of the information provided to us may be shared with other Census Bureau staff for the work-related purposes identified in this statement as permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a). Disclosure of this information is also subject to the published routine uses as identified in the Privacy Act System of Record Notice OPM/GOVT-5, Recruiting, Examining, and Placement Records.

Furnishing this information is voluntary, but failure to provide any part or all of the data requested will result in you 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, Room 3K138, Washington, DC 20233-1500. You may E-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0139" as the subject.

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

**CONTINUE on reverse side**

## How do I complete the BC-170D, 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 clearly, 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.

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

### Page 1

#### Section A – Applicant Personal Data

3. Enter your street address followed by your city, county, state and zip code. Enter the *State* postal abbreviation for the state in which you live, for example, MS for Mississippi.
6. Enter your e-mail address. E-mail is the primary way you will receive information, should you be offered a position.
7. Enter your contact number(s) in the appropriate fields, and Mark (X) if Mobile  
**M** – mobile
- 9a. Enter your *Date of Birth*. For example, enter July 6, 1952 as follows:

Month	Day	Year								
<table border="1"><tr><td>0</td><td>7</td></tr></table>	0	7	<table border="1"><tr><td>0</td><td>6</td></tr></table>	0	6	<table border="1"><tr><td>1</td><td>9</td><td>5</td><td>2</td></tr></table>	1	9	5	2
0	7									
0	6									
1	9	5	2							

### Page 2

#### Section B – Application Data

13. Mark an (X) in the appropriate boxes. Mark (X) in all that apply. If you mark an (X) in the box for Field Data Collection, you may be considered for positions in the field, interviewing household members and/or updating address lists and maps. These positions include working primarily outside the office environment.

*If you mark an (X) in the box for Field Outreach, you may be considered for positions that involve outreach to potential applicants and Census Bureau partners. These positions include working primarily outside the office environment.*

*If you mark an (X) in the box for Office, you may be considered for positions that involve working in an office environment.*

*If you mark an (X) in more than one box, you may be considered for multiple types of positions.*

- 14a. Mark (X) in the "Yes" box if you have supervisory experience. Otherwise, mark "No."
- b. Mark (X) in the "Yes" box if you are interested in a supervisory position. Otherwise, mark "No."

*If you mark "Yes" to item 14b, you may be considered for supervisory positions.*

## All Applicants Will Be Required To Take a Skills Assessment. What is the Assessment like?

The assessment contains questions and items designed to measure knowledge, skills, and abilities, required to perform a variety of census jobs. In item 13 of this form you are asked to indicate the type(s) of work you are interested in. Your responses to this question will determine the set(s) of assessment questions you will be asked to respond to. The time it takes to complete the assessment(s) will depend on the type(s) of work you are interested in.

The assessment 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.

U.S. CENSUS EMPLOYMENT INQUIRY

Section A - APPLICANT PERSONAL DATA

1. Social Security Number

Grid for Social Security Number

2. Legal Name

Fields for Last Name, Suffix, First Name, MI

3. Residence (home) address

Fields for Street address or RFD number, Address line 1-3, City, County, State, ZIP Code

4. Mailing address (if different from Item 3)

Fields for Street address or RFD number, Address line 1-3, City, State, ZIP Code

5. Nearest cross streets to your residence (home) address

Fields for Cross Street A, Cross Street B

6. E-mail address

Field for E-mail address

7a. Telephone number(s)

Fields for Area code, Number, Mobile Phone (M), text messages

b. Do we have permission to text you on your mobile phone?\*

Yes/No checkboxes

\*Standard data fees and text messaging rates may apply based on your plan with your mobile phone carrier.

8. Sex Mark (X) one box.

Female/Male checkboxes

9a. Date of birth

Month/Day/Year fields

b. Place of birth

City, State or country fields

10a. Are you a citizen or national of the United States?

Yes/SKIP/No checkboxes

b. Are you a lawful permanent resident of the United States?

Yes/Specify Alien Registration No./USCIS No./No checkboxes

11a. 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) in one box.

I certify that I am/I certify that I am not registered checkboxes

b. Can you provide supporting documentation as to why you are not registered? Mark (X) one box.

Yes/Please attach documentation/No/Please provide explanation checkboxes

12. Military Service

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

No preference/SKIP to Item 13/Yes - Enter period of service checkboxes

Month/Year TO Month/Year fields

Branch, Rank, Campaign or Expeditionary badge or award.

Field for Branch, Rank, Campaign or Expeditionary badge or award

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

5-point Preference, 10-point Preference, 10-point Derived Preference, Sole survivorship checkboxes

Note: If you claim 10-point preference, you must complete a Standard Form 15 (SF-15), which is available on-line or at any Federal Job Information Center. Submit a completed SF-15 and include the applicable documentation required (listed on page 2 of the SF-15).

FOR OFFICE USE ONLY

Grid for Office Use Only: A. Location Office, B. FIPS State, C. FIPS County, D. Census Tract, E. Census Block, F. Veteran's proof, G. Language code(s)

**Section B – APPLICATION DATA**

**13. Which of the types of work listed below are you interested in?**  
Mark (X) all that apply.

- The majority of available jobs involve field data collection.
- There are a limited number of field outreach and office jobs.

- Field Data Collection** – These positions require dealing with the public and could involve the following tasks: knocking on doors to collect personal information and verifying household address listings. Limited field data collection supervisory positions are also available.
- Field Outreach** – These positions involve outreach to Census partners and potential applicants for Census jobs. These positions involve working outside an office environment.
- Office** – These positions could involve the following tasks: file maintenance, data entry, answering/making phone calls, word processing, shipping and receiving, processing payroll and personnel actions and other administrative operations. Limited office supervisory positions are also available. There are a limited number of Census offices.

**14a. Do you have supervisory experience?**

- Yes  
 No

**b. Are you interested in a supervisory position?**

- Yes  
 No

**15. Have you ever worked for the Census Bureau?**

- Yes – Indicate most recent title and dates of employment and attach most recent SF-50 if available. ↘
- No

Title \_\_\_\_\_

Month Year      Month Year

\_\_\_\_ To \_\_\_\_

**16. Are you currently employed by a Federal government agency ?**

- Yes – Indicate hire date and agency. ↘
- No

Hire date      Month      Year      Agency

\_\_\_\_      \_\_\_\_      \_\_\_\_      \_\_\_\_\_

**17. Are you currently employed by a state, local or tribal government agency?**

- Yes – Indicate current title and agency. ↘
- No

Title      Agency

\_\_\_\_      \_\_\_\_\_

**18. Are you currently an elected official for any government agency?**

- Yes – Indicate current title and agency. ↘
- No

Title      Agency

\_\_\_\_      \_\_\_\_\_

**19. Are you currently employed by a law enforcement agency?**

- Yes – Indicate current title and agency. ↘
- No

Title      Agency

\_\_\_\_      \_\_\_\_\_

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

- Yes – Indicate the agency and explain in section G.
- No

**21. Have you worked for the Federal government or military and received a Voluntary Separation Incentive Payment (VSIP) or "Buyout" within the past 5 years?**

Buyout laws require that if an employee who received a Buyout is re-employed with the Federal government within five (5) years of receiving the Buyout, the Buyout must be paid back in full before the employee may be hired.

- I have **NOT** received a Buyout from a prior Federal appointment within the past 5 years
- I have received a Buyout from a prior Federal appointment within the past 5 years. I understand that I must repay the full Buyout amount before I may be appointed. **If paid in full must provide proof of payment.**

Indicate Buyout year      Year

\_\_\_\_\_

Agency

\_\_\_\_\_

**22. Do any of your relatives currently work for the Census Bureau? Include – Parents, spouse, children, grandparents, siblings, (including half), aunts, uncles, first cousins, nephews, nieces, in-laws and step relatives.**

- Yes – If yes, indicate relationship, first/last name, location and current title. ↘
- No

Relationship      Current title

\_\_\_\_\_

First Name      Last Name

\_\_\_\_\_

City      State

\_\_\_\_\_

If you have additional information continue in Section G

**23. Indicate the hours and days you are available to work by placing "X" in all appropriate boxes for each day.** Census field work will usually require you to work evenings and weekends. Some positions will require shift work. Hiring may be based in part on your availability.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>a.</b> Any hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b.</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"/>
<b>c.</b> 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"/>
<b>d.</b> 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"/>
<b>e.</b> Shift Work (8:30 a.m. – 3:30 p.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>f.</b> Shift Work (3 p.m. – 10 p.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total hours per week you are willing to work up to and including 40.** \_\_\_\_\_

**Section C – PRIOR WORK EXPERIENCE**

**24. Have you ever worked?**

Yes  No – If "No" SKIP to Section D

**25. May we contact your current employer?**

Yes  No

**26a. Name of your current or most recent employer**

**b. Address of your current or most recent employer**

Country

Address line 1

Address line 2

Address line 3

City

State  ZIP Code

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

Last Name

First Name  MI

**d. Telephone number (Employer)**

Area code  Number

**e. Dates of employment**

Month  Day  Year

Month  Day  Year

**TO**

**f. Title of position**

**g. Average number of hours worked or working per week**

**h. Salary**

\$

Hourly  Weekly  Bi-weekly  Monthly  Yearly

**i. Describe job duties** (If more space is needed, continue in Section G)

  

**j. Did you supervise other employees?**

Yes  No

**k. Are you still employed by this employer?**

Yes  No – Indicate reason for leaving. ↘

**27a. Name of your next most recent employer**

**b. Address of next most recent employer**

Country

Address line 1

Address line 2

Address line 3

City

State  ZIP Code

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

Last Name

First Name  MI

**d. Telephone number**

Area code  Number

**e. Dates of employment**

Month  Day  Year

Month  Day  Year

**TO**

**f. Title of position**

**g. Average number of hours worked or working per week**

**h. Salary**

\$

Hourly  Weekly  Bi-weekly  Monthly  Yearly

**i. Describe job duties** (If more space is needed, continue in Section G)

  

**j. Did you supervise other employees?**

Yes  No

**k. Are you still employed by this employer?**

Yes  No – Indicate reason for leaving. ↘

**Section D – LANGUAGE SKILLS**

**28.** Some Census jobs require employees to conduct the Census interview by reading and recording responses to questions in a language **other than English**. The employee must 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 job-related training, but not language training.

**Are you fluent in any language where you can hold a conversation, read and record responses, and respond to questions in that language?** If so, indicate the language(s) below and mark (X) all that apply.

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

Please include American Sign Language.  
If you need to add additional languages continue in section G.

**Section E – TRANSPORTATION**

**29a. Indicate the type(s) of transportation available for your use –** Mark (X) **ALL** that apply.

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

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

- Yes
- No

**Section F – SURVEY DATA (VOLUNTARY)**

**EDUCATION**

Mark (X) highest education level.

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

**RECRUITING SOURCES**

**How did you hear about census job opportunities?** Mark (X) **one box only**.

- Community or organization leader or newsletter
- Federal, state, tribal employment office/Job service and information center
- Census Recruiter
- Census Jobs Website
- Internet advertisement
- Social Media
- Toll-free Census phone number/jobs line
- Census job mailing/postcard
- Friend or relative working for Census
- Friend or relative not working for Census
- Brochure/poster/flyer
- Job Fair
- Newspaper – advertisement
- Newspaper – article
- Radio
- School or college
- TV advertisement or news
- Other – Specify

**Section G – ADDITIONAL INFORMATION (Please list item number)**

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**Section H – 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	