

List of changes for DS-0174:

Section 1 Position- Removed Grade and Date Available for Work.

- On the Vacancy Announcements we are clear whether the positions are full-time or part-time. As a result, this question did not seem relevant on the initial application and could be asked at the interview.

Section 2 Personal Information- Removed written request for multiple phone numbers, green card holder, SSN/National ID to be written, driver's license number.

- We only required one best way to contact the applicant. With the new Electronic Recruitment system we will be interacting with the applicant by email so we didn't see the point of having more than one contact number.
- The SSN/National ID are not essential for the initial application. During the interview process we will ask the employee if they have a valid work permit or SSN if a U.S. citizen, and ask them to present them in person, if needed.
- We asked the applicant to check a box if they have a Driver's License. We didn't see the point of collecting driver's license information if we weren't going to select the person for the position. We would only ask the applicant during the interview, if needed.

Section 4 Education- Removed *transcript requirement*

- The applicant has to attest that they have the required Education from the Vacancy Announcement. We didn't see the point of having them upload transcripts or degrees at the application time. We would request that the applicant have their Degree information available, if asked, during the interview.

Section 6 Work Experience- Removed "If USG, series and grade," hours per week, "May HR contact your supervisor?" and supervisors telephone number.

- We found this is irrelevant for LE staff at this stage and in some places is against Local Labor Law to ask for their supervisors ~~number~~ during the application process. This would be checked later by the RSO after the conditional offer had been granted.

Section 7 Licenses, Skills, Training ... - Removed request for training data, removed professional awards/professional organizations.

- A list or copies of their professional awards are irrelevant for LE Staff recruitment at this stage. If there is a very specific certification required for a specific position (such as a plumber) we would place it on the Vacancy Announcement and ask them to upload in the automated system.

Section 8 References- Removed section asking for personal references.

- We found asking for references during the application process was irrelevant and, in some places, against Local Labor Law to ask for references during the application process. We thought it was more useful that their references be checked, if allowable, as part of their local security clearance checks, so after the condition offer has been granted.