

SUPPORTING STATEMENT
U.S. Department of Commerce
U.S. Census Bureau
Census Employment Inquiry
Forms BC-170 and BC-170(SP), U.S. Census Employment Application (English and Spanish)
and
BC-171 and BC-171(SP), Additional Applicant Information (English and Spanish)
OMB Control No. 0607-0139

B. Collections of Information Employing Statistical Methods

1. Universe and Respondent Selection

The Census Bureau does not use sampling methods in the Census Employment Inquiry Program. The BC-170, *U.S. Census Employment Application*, is the form the Census Bureau plans to use to collect information from job applicants, such as personal data and availability. Administrative officials will review the information shown on the form to evaluate an applicant's eligibility for employment and to determine the best-qualified applicants to fill Census jobs. The BC-171, *Additional Applicant Information*, is a voluntary form which collects information that is not used to make selection decisions, but serves to allow the Census Bureau to comply with Federal directives and to evaluate its recruiting sources.

2. Procedures for Collecting Information

Individuals interested in applying for a temporary Census job with decennial censuses, special censuses, and/or various current surveys will complete the BC-170 and an optional BC-171 form to apply.

The Census Bureau intends for 2020 decennial census applicants to access, complete, and submit both the BC-170 and BC-171 to administrative officials via the Census Schedule A Recruitment, Assessment, and Payroll System (C-SHARPS) online applicant system. While application via the online applicant system is preferred, a paper version of the BC-170 and BC-171 will be accessible to 2020 decennial census applicants under some circumstances (i.e. special request, lack of internet access), and all forms will be available electronically in PDF format for applicants to complete and submit to the Census Bureau office.

During 2020 decennial operations, the Census Bureau intends for current survey and special census applicants to submit a paper version of the BC-170 and BC-171 forms. Upon conclusion of 2020 decennial operations in September 2020, all applicants will be able to access, complete and submit both the BC-170 and BC-171 online.

To apply online, applicants are directed to 2020census.gov/jobs where they are able to access the C-SHARPS online applicant system. Upon accessing the online applicant system, applicants have the option to create an online profile using a valid email address. Once an online profile is created, applicants are prompted to complete, e-sign and submit the BC-170 and BC-171 to administrative officials for review.

Alternatively, applicants can receive paper forms by contacting the Census Bureau office. Applicants will either meet in person with a Census Bureau representative to receive and complete the paper forms or will receive the paper forms in the mail, complete them and return them to the Census Bureau office in a postage-paid envelope. Administrative officials will key the applicant information from the forms into the selection system for employment consideration.

The Spanish versions of the BC-170 and BC-171 will be used for applicants in Puerto Rico. Like the English versions, the Spanish versions will be available for 2020 decennial census applicants to access, complete and submit to the administrative officials via the online applicant system, beginning September 4, 2018. Paper copies of the Spanish versions of the BC-170 and BC-171 will also be accessible to 2020 decennial census applicants in Puerto Rico.

3. Methods to Maximize Response

Not applicable.

4. Tests of Procedures or Methods

The Census Bureau has used a similar version of these forms, approved by the OMB, since the 1970s. These forms request from an applicant the minimum information necessary to hire temporary workers. These forms have demonstrated to be less burdensome than the forms used for candidates applying for a permanent position with the Census Bureau.

Beginning September 4, 2018, the Census Bureau plans to use an online version of the BC-170 and BC-171 for the 2020 decennial census. People interested in applying for temporary positions with the 2020 decennial census will be able to apply online by providing the information included in the BC-170 and the optional BC-171. After the conclusion of decennial operations in September 2020, the online version will be made available to both current surveys and special census applicants. Until that time, these operations will use the paper version of the BC-170 and BC-171.

5. Contacts for Statistical Aspects and Data Collection

For information regarding the statistical aspects and/or data collection for the Census Employment Inquiry Program, contact Mr. Michael A. DeFrank, Chief, Management Services Branch. Mr. DeFrank can be reached by telephone at (301)-763-2864 or by email at fld.decennial.oversight@census.gov.