VETERANS' PREFERENCE IN HIRING

- ❑ If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. For further details, call OPM at **912-757-3000**. Select "Federal Employment Topics" and then "Veterans." Or, dial our electronic bulletin board at **912-757-3100**.
- ❑ Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former Federal career or career-conditional employees).
- ❑ To claim 5-point veterans' preference, attach a copy of your DD-214, *Certificate of Release or Discharge from Active Duty*, or other proof of eligibility.
- ❑ To claim 10-point veterans' preference, attach an SF 15, *Application for 10-Point Veterans' Preference*, plus the proof required by that form.

OTHER IMPORTANT INFORMATION

- ❑ Before hiring, an agency will ask you to complete a *Declaration for Federal Employment* to determine your suitability for Federal employment and to authorize a background investigation. The agency will also ask you to sign and certify the accuracy of all the information in your application. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**
- ❑ If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- ❑ The law prohibits public officials from appointing, promoting, or recommending their relatives.
- ❑ Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

PRIVACY AND PUBLIC BURDEN STATEMENTS

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this brochure and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

❑ We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.

❑ If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

❑ We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

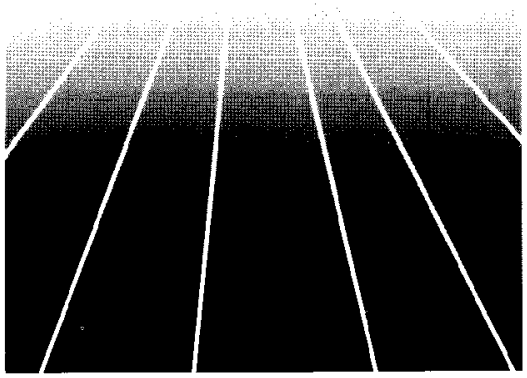
❑ We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether an employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to an employee about fitness-for-duty or agency-filed disability retirement procedures.

❑ We estimate the public burden for reporting the employment information will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.

Send your application to the agency announcing the vacancy.

Form Approved: OMB 3206-0219 50510-101 NSN 7540-01-351-9177

Applying for a Federal Job



United States Office of Personnel Management

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JOB OPENINGS

For job information 24 hours a day, 7 days a week, call **912-757-3000**, the U.S. Office of Personnel Management (OPM) automated telephone system. Or, with a computer modem dial **912-757-3100** for job information from an OPM electronic bulletin board. You can also reach the board through the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.

APPLICANTS WITH DISABILITIES

You can find out about alternative formats by calling OPM. Select "Federal Employment Topics" and then "People with Disabilities." Or, dial our electronic bulletin board. If you have a hearing disability, call **TDD 912-744-2299**.

HOW TO APPLY

Review the list of openings, decide which jobs you are interested in, and follow the instructions given. **You may apply for most jobs with a resume, the *Optional Application for Federal Employment*, or any other written format you choose.** For jobs that are unique or filled through automated procedures, you will be given special forms to complete. (You can get an *Optional Application* by calling OPM or dialing our electronic bulletin board at the numbers above.)

WHAT TO INCLUDE

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the job vacancy announcement and in this flyer, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. Type or print clearly in dark ink.

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

- ❑ Announcement number, and title and grade(s) of the job for which you are applying

PERSONAL INFORMATION

- ❑ Full name, mailing address *(with ZIP Code)* and day and evening phone numbers *(with area code)*
- ❑ Social Security Number
- ❑ Country of citizenship *(Most Federal jobs require United States citizenship.)*
- ❑ Veterans' preference *(See reverse.)*
- ❑ Reinstatement eligibility *(If requested, attach SF 50 proof of your career or career-conditional status.)*
- ❑ Highest Federal civilian grade held *(Also give job series and dates held.)*

EDUCATION

- ❑ High school
  - Name, city, and State *(ZIP Code if known)*
  - Date of diploma or GED
- ❑ Colleges and universities
  - Name, city, and State *(ZIP Code if known)*
  - Majors
  - Type and year of any degrees received

  (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- ❑ Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

- ❑ Give the following information for your paid and nonpaid work experience related to the job for which you are applying. *(Do not send job descriptions.)*
  - Job title *(include series and grade if Federal job)*
  - Duties and accomplishments
  - Employer's name and address
  - Supervisor's name and phone number
  - Starting and ending dates *(month and year)*
  - Hours per week
  - Salary
- ❑ Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- ❑ **Job-related** training courses *(title and year)*
- ❑ **Job-related** skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- ❑ **Job-related** certificates and licenses *(current only)*
- ❑ **Job-related** honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards *(Give dates but do not send documents unless requested.)*

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER