



U.S. DEPARTMENT OF COMMERCE  
U.S. CENSUS BUREAU  
FIELD RECRUITMENT BULLETIN

RECRUITMENT BULLETIN NUMBER: ATRO 21-CLK-CEN-0003

Atlanta Regional Office  
Atlanta, GA 30303

**POSITION:** Clerk (Schedule A)

**Issue Date:** February 4, 2021  
**Closing Date:** February 12, 2021

**Salary Range:** GG-0303-4: \$15.91 - \$20.68 per hour

**NUMBER OF POSITIONS:** Few

**DUTY LOCATION:** Atlanta Regional Office

**WHO MAY APPLY:** All qualified U.S. Citizens

**PROMOTION POTENTIAL:** The full promotion potential for this position is to the Grade 4.

This is a time-limited appointment with a Not to Exceed (NTE) date of one year and one day. This position may be extended up to 4 years. At any time, you may be extended, released or converted to a permanent position without further competition, based on management's needs.

**BENEFITS:** If hired, you are entitled to health benefits. You are not entitled to within grade increases.

**SELECTIVE FACTOR(S):** Applicants must type 40 words per minute with 3 or fewer errors in a 5-minute sample.

**DUTIES:** The incumbent may work in any area of a regional office and perform any and/or all of the following duties: Use office automation equipment and a variety of software packages to produce various documents in draft or final form. Sort and distribute mail; assist field staff in locating addresses typing letters, and sending supplies; utilize databases to input administrative and or survey data. Answer and direct phone calls; reproduce materials; assembles packs, and mails shipments to field employees. Maintain office files; assist staff members on individual projects and conducts follow-up actions to assure timely receipt of responses. Perform other clerical duties as assigned. The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 50 pounds.

**WORK SCHEDULE:** This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment. Once appointed, individuals will enter into a clerical pool and will be contacted when work is available.

**KEY REQUIREMENTS:**

- You must be a U.S. citizen.
- If your resume is incomplete, you may not be considered for this vacancy.
- **Must be able to document or self-certify your ability to type 40 words per minute with fewer than 3 errors in a 5-minute sample.**
- Must complete the attached Assessment Questions.
- You must be registered for Selective Service if applicable ([www.sss.gov](http://www.sss.gov)).
- Language Requirement (if applicable) - You must be able to speak, read and write fluently in English and Spanish.

## QUALIFICATIONS:

**Grade 4:** 1 year of general experience, or 2 years of education above high school, or an equivalent combination of experience and education.

**Definition of General Experience:** To meet general experience, your resume must describe experience that demonstrates the particular knowledge, skills and abilities as follows: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties. You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for this position will be required to supply original transcripts.

One year of full-time academic study is defined as 30 semester hours or 45 quarter hours or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical is considered equivalent to one year of full-time study.

There is an education substitution for experience. Applicant must submit a copy of their college transcript (unofficial copy is acceptable) or equivalent document as substitution experience for education. Transcripts must include the name of the college or university and date the degree was conferred.

**Assessment Questions:** Candidates will be evaluated on the extent and quality of their experience and/or education. Also, **applicants must complete and submit the attached Assessment Questions for the Clerk (Schedule A)**, addressing how they meet the Assessment Questions. **All answers to Assessment Questions must be reflected in your application or resume.**

Payment of relocation expenses **IS NOT** authorized.

**HOW TO APPLY:** Interested applicants may apply by completing:

- **A resume. Your resume should list your work duties and accomplishments relating to the job for which you are applying.**
- **The Completed Evaluation Criteria Form contained in this announcement.**
- **A Census Employment Inquiry (BC-170) Form contained in this announcement.**
- Additional Applicant Information (BC-171), optional.
- Supporting Documentation if applicable (ie. DD-214, self-certification, veteran preference eligibility, etc.)

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **Failure to provide this information may result in loss of consideration.**

- Application package must include Recruiting Bulletin number, position title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security Number
- Date of Birth
- Separate statement addressing the Assessment Questions.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veterans' Preference – Applicants claiming 10-point Veterans' preference **MUST** submit an SF-15, Application for 10-Point Veterans' Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point Veterans' preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related training, courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Complete application package must be submitted to:

**U.S. Bureau of the Census  
Atlanta Regional Office  
101 Marietta Street NW, Suite 3200  
Atlanta, GA 30303  
Attention: Administrative Officer  
FAX: (404) 331-3790**

For further information on this vacancy, contact the Administrative Officer, at (800) 424-6974, Extension 53928.

**CONDITIONS OF EMPLOYMENT:**

- This mixed-tour work schedule will be limited to an intermittent work schedule to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.

**OTHER INFORMATION:**

- All eligibility requirements must be met by the closing date of the announcement.
- You must be 18 years old.
- You must pass a background investigation.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Former federal employees, who received a Voluntary Separation Incentive payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be terminated after you begin; or you may be fined or jailed.
- This position may require lifting up to 50 pounds of materials (e.g. documents and/or laptops).
- Trial Period - Applicants selected for this position are required to serve a trial period. The trial period is one year of continuous service for preference eligible candidates and two years of continuous service for non-preference eligible candidates in the same or similar position. During this trial period, candidates may be removed from this position for poor performance and will not have appeal rights to the Merit Systems Protection Board (MSPB).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled Veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Atlanta Regional Office at (800) 424-6974, Extension 53928.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency at (800) 424-6974, Extension 53928. The decision of granting reasonable accommodations will be made on a case-by-case basis.**

**The U.S. Department of Commerce is an Equal Employment Opportunity Employer**

**All qualified applicants will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.**

## Clerk (Schedule A) Assessment Questions

<b>Applicant's Name:</b>	<b>Vacancy Announcement # :</b> _____	<b>For office use only</b>
<b>Grade Applying For:</b>		
Circle the answer that best matches your experience in Column A <b>and</b> document where this experience is documented in your resume in Column B. To receive credit you must complete both Columns A <b>and</b> B.		
Column A	Column B	Score
<b>1. I can type 40 words per minute with fewer than 3 errors or fewer errors in a 5-minute sample.</b> A. Yes B. No		
<b>2. Indicate your experience with the following clerical activities: <i>Circle those that apply.</i></b> A. Creating and maintaining electronic and paper files B. Preparing computerized reports C. Preparing formal letters, memos D. Maintaining automated calendars E. Preparing/processing travel arrangements using an automated system F. Preparing various materials for mass mail-out G. Mailing/shipping materials H. Handling incoming calls I. Coordinating and arranging meetings J. Sorting and distributing mail K. None of the above		
<b>3. I have experience to demonstrate the ability to use correct English grammar, punctuation and spelling to communicate thoughts, ideas, and information in writing.</b> A. Yes B. No		
<b>4. I have experience to demonstrate the ability to ensure written documents are in the proper format.</b> A. Yes B. No		
<b>5. I am proficient using the following computer packages. <i>Circle those that apply.</i></b> A. Presentation software packages (e.g., PowerPoint) B. Word processing packages (e.g., Microsoft Word) C. E-mail packages (e.g., Lotus notes, Outlook, Express, Mac Mail, etc.) D. Spreadsheet packages (e.g., Microsoft Excel) E. Database packages (e.g., Microsoft Access) F. Mapping programs or devices (e.g., Google maps, MapQuest, GPS, etc.) G. None of the above		
<b>6. I have experience to demonstrate the ability to maintain an automated time and attendance (T&amp;A) records.</b> A. Yes B. No		

Column A	Column B	Score
<p><b>7. I have experience to demonstrate the ability to use a database to enter, edit, sort, calculate, and retrieve data for standard reports.</b></p> <p>A. Yes B. No</p>		
<p><b>8. I have experience to demonstrate the ability to follow up on problems or to clarify issues with internal/external customers.</b></p> <p>A. Yes B. No</p>		
<p><b>9. I have experience to demonstrate the ability to communicate or answer inquiries regarding office procedures and/or other work related information to individuals in person and/or over the phone.</b></p> <p>A. Yes B. No</p>		
<p><b>10. I have experience to demonstrate the ability to respond to multiple customer demands.</b></p> <p>A. Yes B. No</p>		
<p><b>11. I have experience to demonstrate the ability to prioritize customer needs.</b></p> <p>A. Yes B. No</p>		
<p><b>12. I have experience to demonstrate the ability to deal with difficult customers in a professional and courteous manner.</b></p> <p>A. Yes B. No</p>		
<p><b>13. I am proficient at using the following office machinery: <i>Circle those that apply.</i></b></p> <p>A. Printers B. Scanners C. Fax machine D. Copiers E. Postage meters F. None of the above</p>		

# 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 offers employment opportunities for a variety of positions and durations to support the collection of data for the federal government. These positions may work varied schedules depending on assignments and job requirements. While working, you will serve your country and make a difference in your community.

Program	Description	Types of Work	Duration of Work
<b>Decennial Census</b>	The Census Bureau conducts a count of the entire population every 10 years, in years ending in "0." Throughout the decade, tests are also conducted in various locations in preparation for the Decennial Census.  Large recruitment efforts begin one or two years prior to the population count. Decennial positions tend to pay more than other Census positions, but are short-term in nature. Positions most often last several weeks.	The Decennial Census program offers the following types of work:  <b>Data Collection</b> <b>Outreach</b> <b>Office</b>	The Decennial Census program offers the following duration of work:  <b>Short-term</b>
<b>Current Survey</b>	The Census Bureau conducts surveys almost every day of the year. Because of this, recruiting and hiring for these positions is ongoing, and many employees have worked for the Census Bureau for over 10 years.  Current Survey positions vary in length but could extend several weeks, months, or years, depending on the survey work available. Applicants who are selected for Current Survey positions will be notified of the duration of the work assignment during the interview.	The Current Survey program offers the following types of work:  <b>Data Collection</b> <b>Office</b>	The Current Survey program offers the following duration of work:  <b>Long-term</b>
<b>Special Census</b>	Beginning approximately two years after Decennial Census operations (i.e., in 2022 after the 2020 Census is conducted), the Census Bureau may conduct Special Censuses in certain towns and cities that contract with the Census Bureau to update their population count.	The Special Census program offers the following types of work:  <b>Data Collection</b> <b>Office</b>	The Special Census program offers the following duration of work:  <b>Short-term</b>

#### TYPES OF WORK

**Data Collection:** The majority of available positions at the Census Bureau involve data collection. Data collection involves working from home and interacting with the public. These jobs could involve the following tasks: knocking on doors to collect personal information and verifying household address listings. These jobs almost certainly require you to work nights, weekends, and whenever respondents are available. Limited data collection supervisory positions are also available for the Decennial Census and Special Census programs.

**Outreach:** These positions are only available for the Decennial Census program. These positions involve outreach to Census partners and potential applicants for Census jobs. Outreach work is conducted outside an office environment.

**Office:** For applicants who live close to one of the limited number of Census Bureau offices, there are a few office positions available. Office duties include a variety of clerical support tasks such as 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 for the Decennial Census and Special Census programs.

#### CONFIDENTIALITY REQUIREMENT

If you are hired, the information you collect from the public will be confidential and must **NOT** be disclosed to anyone who has not been sworn in to protect Census Bureau information.

#### DURATION OF WORK

**Short-term:** Most positions are short-term and generally last several weeks.

**Long-term:** There are a limited number of long-term positions. Long-term positions vary in length, but could extend several weeks, months, or years, depending on the survey work available. Applicants who are selected for long-term positions will be notified of the duration during the interview.

#### TRAINING

If selected, you may be asked to attend a paid training session. You may be asked to travel for training and will be reimbursed. Certain positions may require you to complete automated self-studies online and/or classroom training that may require travel to another city on government per diem for several days, including overnight travel. Other positions may require on-the-job training, as well as refresher training sessions periodically.

#### PAY

Social Security deductions will be taken from your earnings. Federal, state, and local income taxes, where applicable, also will be deducted. You will be reimbursed for authorized out of pocket expenses, telephone, and other travel costs, such as parking fees, bus fares, etc., while on official business travel. If hired, you will receive specific information about pay from a Census representative.

**CONTINUED on reverse side**

### Am I eligible for Census work?

1. You must be a United States citizen.
2. You must be 18 years old or older.
3. You must have a valid Social Security Number.
4. You must have a valid e-mail address. Any questions or issues with your application will be communicated via this email or by text message if provided. All job interviews and job offers will be conducted via the phone numbers you have provided.
5. You must answer assessment questions. For some positions, the assessment questions may be available in Spanish; however, an English Proficiency Test may also be required.
6. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
7. You must pass a Census Bureau performed criminal background check and review of 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. Since not all people will be home during the day, you must be available to work days, evenings, and/or weekends. Visits 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.

### How do I complete the BC-170, U.S. Census Employment Application?

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
---	---	---
2. Follow the instructions provided with every item. If you do not answer all questions fully and correctly, 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:

#### Section A – Applicant Profile

- Item 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.
- Item 6.** Enter your e-mail address. E-mail is the primary way you will receive information, should you be offered a position.
- Item 7.** Enter your contact number(s) in the appropriate fields, and *Mark (X) if Mobile*.
- Item 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							

For more information, contact:

### The Application Process (Next Steps)

The application process includes the following forms:

1. BC-170 – U.S. Census Employment Application
2. BC-171 – Additional Applicant Information

**All applicants will be required to answer assessment questions.**

### What are the assessment questions like?

The assessment questions are designed to indicate your fit for a variety of Census jobs. By submitting one application and answering a basic set of assessment questions, you may be considered for several positions. The assessment is physically accessible to people with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please find the information listed in the box below.

### Privacy Act and Burden Statement

Solicitation of your personal information is authorized by Title 13 U.S.C., Chapter 1, Subchapter II, Section 23a and c; Title 5 U.S.C., Part II, Chapter 13; Title 5 U.S.C., Part III, Chapter 33, Subchapter 1, Section 1 and 20; 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 your 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 Reduction Project 0607-0139, Field Division Correspondence Liaison, U.S. Census Bureau, 4600 Silver Hill Road, 5th Floor, Washington, DC 20233-1500. You may E-mail comments to [FLD.Decennial.Oversight@census.gov](mailto:FLD.Decennial.Oversight@census.gov); use "Paperwork Reduction 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.

U.S. CENSUS EMPLOYMENT APPLICATION

Section A - APPLICANT PROFILE

1. Social Security Number

SSN input fields

2. Legal Name

Last Name, First Name, Suffix, MI input fields

3. Home address

Please do NOT enter a PO Box or other non-physical address. Hiring may be partly based on where you live. E-911 addresses, street addresses and RFD numbers are acceptable (include apartment number, if any).

Home address input fields: Address, Address Continued, City, County, State, ZIP Code

4. Mailing address (if different from Item 3)

Mailing address input fields: Address, Address Continued, City, County, State, ZIP Code

5. Nearest cross streets to your home address

Cross Street A, Cross Street B input fields

6. E-mail address

E-mail address input field

7a. Phone information

Area code, Number, Primary, Secondary, Other, Mobile Phone, text messages input fields

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) in one box only.

Female, Male checkboxes

9a. Date of birth

Month, Day, Year input fields

b. Place of birth

City, State or country input fields

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

Yes - SKIP to Item 11, No - Provide country of citizenship checkboxes

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

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

11. 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 only.

I certify that I am registered - Please enter your number below, I certify that I am not registered. Please provide explanation in Section D or attach documentation of exemption checkboxes

Note: To find your Selective Service Number, please visit the Selective Service website: https://www.sss.gov. If you would like to submit a paper copy of your supporting documentation for selective service exemption, please contact the office noted on the cover page of this form.

12. Military Service

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

No preference - SKIP to Item 13, Yes checkboxes

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

5-point, 10-point/Disability, 10-point/Compensable, 10-point/Other, 10-point/Compensable/30 Percent, Sole Survivorship Preference Eligible checkboxes

FOR OFFICE USE ONLY

A. Office/FSA, B. FIPS State, C. FIPS County, D. Census Tract, E. BCU, F. Veteran's proof Verified & attached input fields

**Military Service - Continued**

**Note:** For more information and/or to determine if you are eligible for Veteran's Preference, please visit <https://www.fedshirevets.gov/job/vetpref/index.aspx>. You must provide acceptable documentation of your preference or appointment eligibility. Acceptable documentation includes:

- A copy of your DD-214, "Certificate of Release or Discharge from Active Duty," which shows dates of service and discharge under honorable conditions.
- A "certification" that is a written document from the Armed Forces that certifies the service member is expected to be discharged or released from active duty service in the Armed Forces under honorable conditions no later than 120 days after the date the certification was signed.
- If you claim 10 point preference or sole survivorship, you must complete a Standard Form 15 (SF-15), which is available online or at any Federal Job Information Center. Submit a complete SF-15 and include the applicable documentation required (listed on page 2 of the SF-15).
- A letter from the Department of Veterans Affairs reflecting your level of disability for preference eligibility.

**Note:** You may submit your application prior to providing the necessary Veterans' Preference supporting documentation. If you need to submit paper copies of your documentation for Veterans' Preference, please contact the office noted on the cover page of this form. **Please note** that you will not receive additional points until we verify your provided documentation.

**Section B GOVERNMENT EMPLOYMENT HISTORY**

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

Yes - Indicate most recent title and dates of employment. ↘

No Title \_\_\_\_\_

Month Year Month Year

\_\_\_\_ TO \_\_\_\_\_

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

Yes - Indicate hire date, agency and title. ↘

No Month Year Agency

Hire date \_\_\_\_\_

Title \_\_\_\_\_

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

Yes - Indicate current title and agency ↘

No Title Agency

\_\_\_\_\_

**16. Are you currently an elected official of any government agency?**

Yes - Indicate current title and agency ↘

No Title Agency

\_\_\_\_\_

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

Yes - Indicate current title and agency ↘

No Title Agency

\_\_\_\_\_

**18. Are you a retiree receiving a Federal annuity?** *If you are an annuitant, your salary or annuity may be reduced upon employment. Social Security payments are NOT considered a Federal annuity.*

Yes - Indicate the agency and explain in Section D. ↘

No \_\_\_\_\_

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

*The majority of individuals who accept re-employment with the Federal government within 5 years of receiving the VSIP/buyout amount must repay the gross amount of the separation pay prior to reemployment.*

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

Indicate VSIP/buyout Year \_\_\_\_\_

Agency \_\_\_\_\_

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

Yes - If yes, indicate relationship, current title, first/last name and location ↘

No

Relationship	Current Title
_____	_____
First Name	Last Name
_____	_____
City	State
_____	_____

*If you need to add additional relatives continue in Section D.*

**Section C LANGUAGE SKILLS AND AVAILABILITY**

**21.** Some Census Bureau 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) to 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 D.*

**22. 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

*If you have additional information continue in Section D.*

**Section C LANGUAGE SKILLS AND AVAILABILITY Continued**

**23a. When are you available to work?** Census field work will usually require you to work evenings and weekends. Some positions will require shift work. Hiring for some positions is based, in part, on your availability. Mark (X) in **All** that apply

**23b. Total hours per week you are willing to work, up to and including 40.**

- Evenings
- Weekends
- Weekdays

**Section D ADDITIONAL INFORMATION (please list item number)**

Blank area for additional information.

**Section E 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	