

Tips for Completing 2020 Census Job Applications

Bulletin Number -

- Make sure you apply to the **correct** Recruitment Bulletin Number.
- **Internal** Bulletins are open to current Census Bureau employees only.
- **External** Bulletins are open to all U.S. Citizens.
- Current Census employees who apply to the Internal posting must have one year of **time in grade** at the next lower grade of the position for which applying, as well as the one year of specialized experience.
- Current Census employees who do not have time in grade can also apply to the External posting if they have private sector experience that would meet the specialized experience qualifications.

Qualifications -

Education:

- If you are using education to meet the basic qualification for a position, you **must** submit a copy of your transcript or a listing of your courses, as described in the Bulletin.
- If selected, you will need to provide an official transcript.

Experience -

- Remember, the person evaluating your application **does not know you**, nor about the duties of any job you have held, whether it was with the Census Bureau, in the private sector, or through volunteer work.
- If you apply based on your previous job experience, your application must **describe in detail** all of the job duties you performed that are **related to the position** for which you are applying. Do not just list “Manager” or “Supervisor” – that does not describe what you did. Even if you previously worked for the Census, it is not sufficient to just list your job title. You still must **describe the duties** you performed that are **related to the position** for which you are applying.

Application Process -

- **BC-170D, Census Employment Inquiry:** If you are applying using the BC-170D, Census Employment Inquiry there is only room for two previous jobs and not enough space to list or describe duties in detail. You will probably need to attach an additional page to **describe job duties** that are related to the position for which you are applying. You should also list any other jobs or volunteer work in which you performed duties that meet the qualifications. **Describe all these duties in detail** and include dates (month and year) of employment, hours worked, and salary information.
- **Resume:** If you are applying using a resume, list all jobs and volunteer work in which you performed duties that meet the qualifications. **Describe those duties in detail.** You must also include dates (month and year) of employment, hours worked, salary information, and supervisor’s name and address for each job listed.

Evaluation Criteria -

- You **MUST** submit a statement for each of the Evaluation Criteria requirements.
- These statements **must** be on a separate piece of paper, **NOT** as a part of your resume.
- Your statements demonstrate the **extent and quality** of your previous experience, education and/or accomplishments related to the duties of the position for which you are applying.
- Explain **in detail** your experience related to the elements listed.