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

RECRUITMENT BULLETIN NUMBER: 21-22-009-FS-INT
New York Regional Office
New York, NY 10005

POSITION:	**Field Supervisor Grade 6**
ISSUE DATE:	**March 19, 2021**
FIRST Cut/Off	**April 9, 2021**
SECOND Cut/Off	**April 30, 2021**
CLOSING DATE:	**May 21, 2021**

Multiple cut-off dates will be used for this vacancy to begin applicant consideration. Applications received after the listed "Cut-Off Dates" will be considered if needed, up until the announcement closing date.

SALARY RANGE: GG-0303-06 ($18.84-24.49) per hour

NUMBER OF POSITIONS: (*FEW*)

DUTY LOCATION: Applicants who are selected for employment will work out of their home as their duty Station and will be Required to travel throughout their field Supervisory Area (FSA) on a routine basis. See Area of Consideration for a detailed Information on the FSA.

WHO MAY APPLY:
INTERNAL: Current Permanent Schedule A, U.S. Census Bureau employees. Must have a physical residence within the area of consideration listed below when appointed. Proof of residency must be established prior to time of appointment.

PROMOTION POTENTIAL: The full promotion potential for this position is to the Grade 6.

This is a time-limited appointment with a not-to-exceed (NTE) date. At any time, you may be extended (up to a maximum of 4 years), released or converted to a permanent appointment at management discretion.

BENEFITS:
As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.

If hired, you may be eligible for with-in grade increases and health benefits under the Affordable Care Act depending on the length of your initial appointment.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

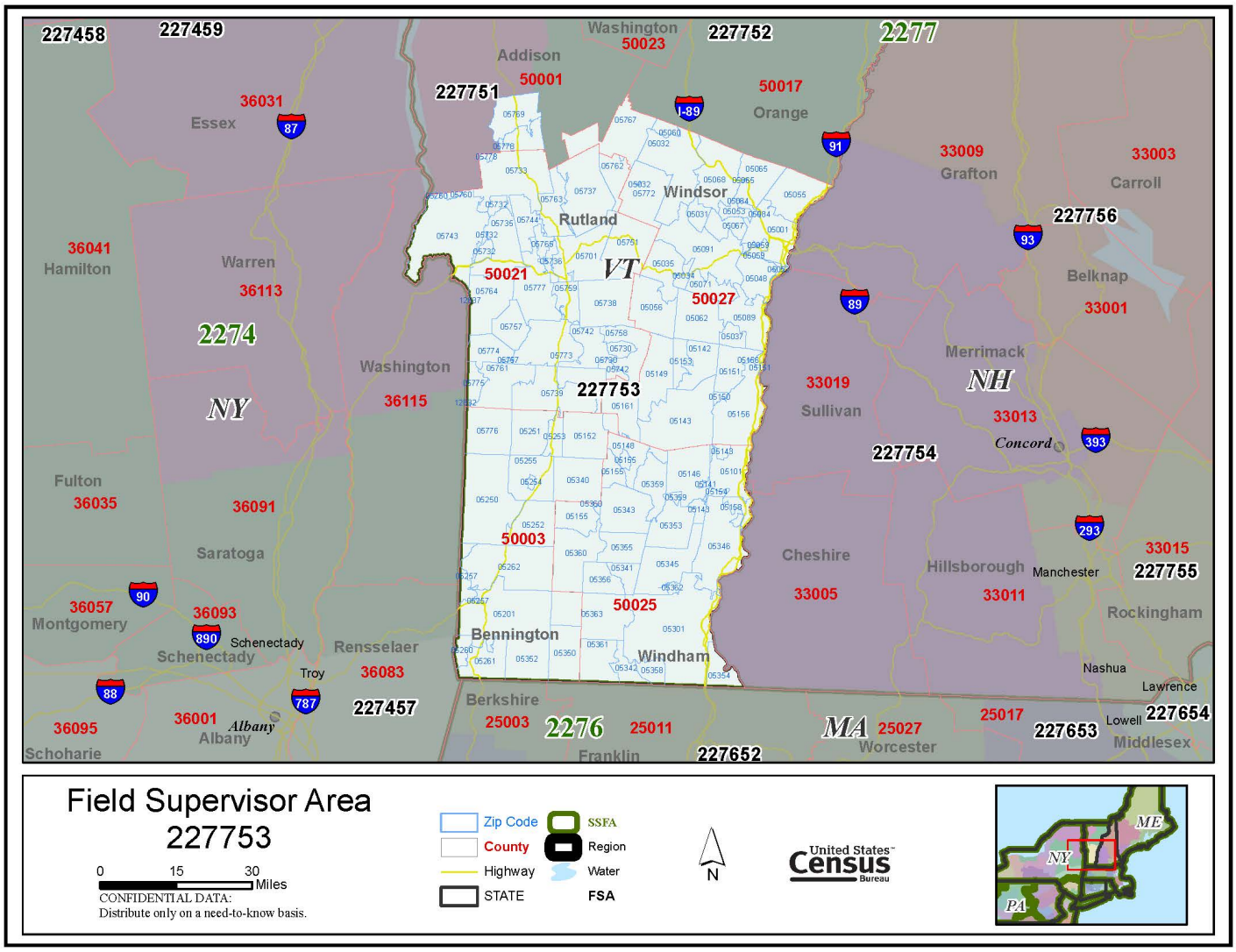
SELECTIVE FACTOR: In limited areas, this position may have a language requirement. Indicate clearly on your application/resume the language(s) that you speak, read, and write fluently. Bilingual applicants are encouraged to apply.

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.

AREA OF CONSIDERATION: Applications will be accepted from all sources within the following geographic area(s):

Please look at Area of Consideration. Must have a physical residence within the area of consideration listed below when appointed. Proof of residency must be established prior to time of appointment. Residence has to be within the zip codes in highlighted area.

VERMONT: Counties in: FSA 7753: To include sections of Addison, Bennington, Rutland, Windham, and Windsor Counties.



RELOCATION EXPENSES WILL NOT BE PAID.

DUTIES:

Field Supervisor:

The Field Supervisor (FS) serves as the first level supervisor for a group of approximately 6 to 15 Field Representatives, and is responsible for data collection in a geography that may include some hard to count areas. The FS is responsible for ensuring the group's performance meets the standards and expectations set forth by the bureau and survey sponsors. The FS has knowledge of surveys conducted in the area of supervision. The FS understands parameters, procedures, question order and meaning, and typical response patterns of the surveys. Survey knowledge allows the FS to explain the reasons for differences in survey procedures and how those differences affect the interviewing experience. The FS is familiar with most problems encountered by subordinates while interviewing and is able to provide detailed guidance to subordinates on how to resolve issues. When problems occur, the FS applies general guidance, previous training, past experiences, or utilizes survey resource materials to derive appropriate solution. The FS seeks guidance from the supervisor on complex or unusual problems.

As a first level supervisor, the FS is responsible for evaluating and reviewing assignments of subordinates. The FS monitors staff performance that includes on the job observations, monitoring of various performance metrics. The FS may assist with training of

employees. The FS reviews and approves payroll and leave submissions for their staff. The FS may assist with the recruiting of Field Representatives.

This is a time-limited position with a NTE date.

QUALIFICATIONS:

Grade 6: Applicants must have one year of specialized experience equivalent to at least the next lower grade level in Federal Service. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, abilities to perform successfully the duties of a Field Supervisor and which is typically in or related to work of the position to be filled. The applicant must show experience in the following areas: (1) conducting surveys, (2) interviewing clients, respondents, and customers to gather and obtain data in person or by telephone, (3) operating a personal computer to collect data and generate reports, (4) completing work assignments in accordance with production or progress standards, and (5) supervising a team where responsibilities include assigning work, monitoring performance, completing performance reviews (including progressive disciplinary actions), and approving time, attendance, and leave.

There is no substitution of education for specialized experience at this grade level.

Applicants must meet all qualification requirements by the closing date of this recruitment bulletin.

CONDITIONS OF EMPLOYMENT:

1. Must be willing to travel throughout all parts of the Field Supervisor area on short notice.
2. Must be willing to work days, evenings and weekends.
3. Must be willing to accept all assignments and work multiple surveys.
4. Must establish and maintain a safe work environment in their residence.
5. Must have use of automobile and valid driver's license
6. Must have a Wired Broadband Internet Connection at their work duty station to access the Census Network environment to complete their work assignments. If Wired Broadband Internet is not available in their area, the FS must be able to connect to a cellular network.
7. Must have a physical residence within the area of consideration listed when appointed. Proof of residency must be established prior to time of appointment.
8. Must be willing to use all methods of communication (face to face, phone call, emails, letter, etc.).
9. Physical Demands: Incumbent must have good hearing and the ability to read small print found on survey forms. Incumbent must be in good physical condition to drive, walk, stand, and climb stairs for extended periods. Incumbent is occasionally required to lift boxes of survey materials weighing up to 50 pounds.

EVALUATION CRITERIA: Candidates are evaluated on the extent and quality of their experience. In addition, applicants **must complete and submit the form attached to this recruitment bulletin**, addressing how they meet the Evaluation Criteria. The application or resume must support the answer provided for each evaluation criteria question.

HOW TO APPLY: Interested applicants may apply by completing:

- A Census Employment Inquiry (BC-170) provided with this announcement
- Additional Applicant Information (BC-171) To be requested from Regional Office
- The Completed Evaluation Criteria Form contained in this announcement.
- A Resume. Your resume should list your work duties and accomplishments relating to the job for which you are applying.
- 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.**

- Recruitment Bulletin number, title, and lowest grade acceptable. **If you do not indicate a grade level on your application or resume, you will be considered for the lowest grade advertised.**
- Full name, mailing address, including zip code, the county/parish you reside in, day and evening phone numbers (with area code).
- Date of Birth
- E-mail address.
- Country of citizenship (this Federal job requires U.S. citizenship).
- Highest Federal civilian grade held (if applicable).

- **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 (month/year), hours per week, salary, and indicate if we may contact your current supervisor/employer.**
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications or resumes submitted in Government envelopes or via Government Fax machines will not be accepted.
- Complete application package must be received by the close of business (**5:00 p.m. Local Time Zone**) on the closing date of the announcement and submitted to:

Bureau of the Census,
***NEW YORK* Regional Office**
32 OLD SLIP 9th floor
New York, NY 10005
Email: new.york.recruit@census.gov
Attention: Recruiting

For further information on this vacancy, contact the Recruiting Officer, at (***212 584-3495***).

OTHER IMPORTANT INFORMATION:

- All eligibility requirements must be met by the closing date of the recruitment bulletin.
- You must be 18 years old.
- You must pass a background investigation.
- You will be required to complete a Declaration for 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 a false statement in any part of your application, you may not be hired; or you may be fired after you begin to work; or you may be fined or jailed.
- If selected, male applicants over age 18 who were born after 12/31/59 must confirm their selective service registration status. Certification forms will be available at the testing session.
- Veteran's Preference - Applicants claiming 10-point veteran preference MUST submit the SF-15, Application for 10-Point Veteran 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 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- 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 within a specified time period.
- Selectee may be required to complete a supervisory trial period.
- This position may require lifting up to 50 pounds of survey materials 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).
- 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 (***New York***) Regional Office at (***212 584-3400***).
- Physical Demands: Incumbent must have good hearing and the ability to read small print found on survey forms. Incumbent must be in good physical condition to drive, walk, stand, and climb stairs for extended periods. Incumbent is occasionally required to lift boxes of survey materials weighing up to 50 pounds.

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 (212-584-3400). 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.

Field Supervisor Evaluation Criteria

Applicant's Name: _____	Vacancy Bulletin #: _____ Grade Applying For: _____	Score (for office use only)
Circle the answer that best matches your experience in Column A **and** document where this experience is documented in your resume in Column B. To receive credit you must complete both Columns A **and** B.		

Column A	Column B	
1. How many employees have you supervised? Supervisors plan, schedule, and direct work. They evaluate work performance and ensure that subordinate staff complete work in accordance with standards. A. Supervise 7 or more employees B. Supervise 4 to 6 employees C. Supervise 3 or fewer employees or Lead 2 or more employees D. My experience is less than what is described		
2. Circle all activities for which you have been responsible. A. Training employees B. Assign work to employees C. Provide guidance to employees on work and administrative D. Evaluating performance E. Disciplining and/or terminating employees F. Approving payroll and leave G. None of the above.		
3. What experience do you have leading a survey data collection? A. I have led a geographically dispersed team that collected data through interviews in an area characterized by linguistic isolation, gate communities, and/or urban inner cities. B. I have led a geographically dispersed team that collected data through interviews. C. I assisted a supervisor who led a geographically dispersed team that collected data through interviews. D. I have worked for a survey or data collection operation. E. My experience is less than what is described above.		
4. I have experience demonstrating the ability to work under pressure in a fast-paced environment with the ability to perform multiple tasks supporting various staff members. A. Yes B. No		
5. Which one of the following best describes your experience reviewing production and progress reports to pinpoint errors or problems and take corrective action? A. I have implemented corrective action after reviewing production and progress reports. B. I have recommended corrective action after reviewing production and progress reports. C. I have reviewed production or progress reports to determine problems. D. My experience is less than what is described above.		
6. Select the option that best describes your experience communicating with others. A. Experience accurately explaining and clarifying non-routine information and ideas to others through own initiative to promote operational efficiency.		

B. Experience accurately conveying non-routine information to others upon request. C. Experience accurately conveying standard, routine information to others upon request. D. I do not have any experience as described above.		
7. Do you have experience reporting problems and corrective actions to employees at multiple levels within an organization? A. Yes B. No		
8. Have you served as a liaison between two or more organizations? A. Yes B. No		
9. Have you conducted interviews / re-interviews for a survey or data collection for an organization? A. Yes B. No		
10. Do you have experience convincing reluctant respondents to participate in surveys or censuses for an organization? A. Yes B. No		
11. Do you have experience handling large volume of work while using numerous guidelines, materials, and various programs to conduct a survey? A. Yes B. No		
12. How many demographic surveys have you conducted interviews for? A. 5 or more B. 3 or 4 C. 1 or 2 D. None		

United States Census Bureau

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
Decennial Census	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: **Data Collection** **Outreach** **Office**	The Decennial Census program offers the following duration of work: **Short-term**
Current Survey	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: **Data Collection** **Office**	The Current Survey program offers the following duration of work: **Long-term**
Special Census	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: **Data Collection** **Office**	The Special Census program offers the following duration of work: **Short-term**

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
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 you 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; 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.

NOTE THE ACCURACY OF YOUR STATEMENTS WILL BE VERIFIED.

OMB No. 0607-0139

FORM **BC-170**
(8-23-2018)

U.S. CENSUS EMPLOYMENT APPLICATION

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Section A – APPLICANT PROFILE

1. Social Security Number

2. Legal Name
Last Name
Suffix
First Name
MI

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).
Address
Address Continued
Address Continued
City
County, Parish, Borough, or Municipio (Puerto Rico)
State
ZIP Code

4. Mailing address *(if different from Item 3)*
Address
Address Continued
Address Continued
City
County, Parish, Borough, or Municipio (Puerto Rico)
State
ZIP Code

5. Nearest cross streets to your home address
Cross Street A
Cross Street B

6. E-mail address

7a. Phone information

Area code Number	Mark (X) if Mobile Phone	Mark (X) in only one box to receive text messages
Primary	☐	☐
Secondary	☐	☐
Other	☐	☐

b. Do we have permission to text you on your mobile phone?*
☐ Yes
☐ No

*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

9a. Date of birth
Month Day Year

b. Place of birth
City
State or country

10a. Are you a citizen or national of the United States?
☐ Yes – *SKIP to Item 11.*
☐ No – *Provide country of citizenship*

b. Are you a lawful permanent resident of the United States?
☐ Yes – *Specify Alien Registration No./USCIS No.*
☐ No

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*
Selective Service Number
☐ I certify that I **am not** registered. *Please provide explanation in Section D or attach documentation of exemption.*

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

b. Veterans' preference categories? *Mark (X) in one box* **only**.
☐ 5-point. *Veteran is entitled to 5-point preference. (TP)*
☐ 10-point/Disability. *Veteran is entitled to 10-point preference due to a service-connected disability (includes recipient of the Purple Heart who is not rated as having a compensable disability of 10 percent or more). (XP)*
☐ 10-point/Compensable. *A veteran who served at any time and who has a compensable service-connected disability rating of at least 10 percent but less than 30 percent. (CP)*
☐ 10-point/Other. *Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of a veteran occupationally disabled because of a service-connected disability; and (2) the widow/widower and mother of a deceased wartime veteran. (XP)*
☐ 10-point/Compensable/30 Percent. *Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more. (CPS)*
☐ Sole Survivorship Preference Eligible. *No points awarded. A service member who is released or discharged from the Armed Forces after August 29, 2008, at the request of the member who is the only surviving child in a family in which the father or mother or one or more siblings (1) served in the Armed Forces; (2) was killed, died as a result of wounds, accident, disease, is in a captured or missing in action status, or is permanently 100 percent disabled or hospitalized on a continuing basis (and is not employed gainfully because of the disability or hospitalization); and (3) death, status, or disability did not result from the intentional misconduct or willful neglect of the parent or sibling and was not incurred during a period of unauthorized absence. (SSP)*

FOR OFFICE USE ONLY

A. Office/FSA	B. FIPS State	C. FIPS County

D. Census Tract	E. BCU	F. Veteran's proof
		☐ Verified & attached

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 TO Month Year

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

☐ Yes – *Indicate hire date, agency and title.*

☐ No

Hire date Month Year Agency

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
		☐	☐	☐
		☐	☐	☐

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*

- ☐ Evenings
- ☐ Weekends
- ☐ Weekdays

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

Section D ADDITIONAL INFORMATION (please list item number)

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	