

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT – OF 612

Form Approved
OMB No. 3206-0219

Section A – Applicant Information

* Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print "OV" in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.

1. Job title in announcement		2. Grade(s) applying for		3. Announcement number	
4a. Last name		4b. First and middle names		5. Social Security Number	
6a. Mailing address *				7. Phone numbers (include area code if within the United States of America)	
				7a. Daytime	
6b. City		6c. State	6d. Zip Code		7b. Evening
6e. Country (if not within the United States of America)					
8. Email address (if available)					

Section B – Work Experience

Describe your paid and nonpaid work experience related to this job for which you are applying. Do not attach job description.

1. Job title (if Federal, include series and grade)					
2. From (mm/yyyy)		3. To (mm/yyyy)		4. Salary per \$	5. Hours per week
6. Employer's name and address				7. Supervisor's name and phone number	
				7a. Name	
				7b. Phone	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.					
9. Describe your duties and accomplishments					

Section C – Additional Work Experience

1. Job title (if Federal, include series and grade)					
2. From (mm/yyyy)		3. To (mm/yyyy)		4. Salary per \$	5. Hours per week
6. Employer's name and address				7. Supervisor's name and phone number	
				7a. Name	
				7b. Phone	
8. Describe your duties and accomplishments					

Section D – Education

1. Last High School (HS)/GED school. Give the school's name, city, state, ZIP Code (if known), and year diploma or GED received:

2. Mark highest level completed: Some HS HS/GED Associate Bachelor Master Doctoral

3. Colleges and universities attended. Do not attach a copy of your transcript unless requested.

			Total Credits Earned		Major(s)	Degree (if any), Year Received
			Semester	Quarter		
3a. Name						
City	State	Zip Code				
3b. Name						
City	State	Zip Code				
3c. Name						
City	State	Zip Code				

Section E – Other Qualifications

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

Section F – General

1a. Are you a U.S. citizen? Yes No → 1b. If no, give the Country of your citizenship

2a. Do you claim veterans' preference? No Yes → If yes, mark your claim of 5 or 10 points below.

2b. 5 points → Attach your *Report of Separation from Active Duty* (DD 214) or other proof.

2c. 10 points → Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

3. Were you ever a Federal civilian employee? No Yes → If yes, list highest civilian grade for the following:

3a. Series	3b. Grade	3c. From (mm/yyyy)	3d. To (mm/yyyy)

4. Are you eligible for reinstatement based on career or career-conditional Federal status? No Yes
If requested in the vacancy announcement, attach *Notification of Personnel Action* (SF 50), as proof.

Section G – Applicant Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

1a. Signature	1b. Date (mm/dd/yyyy)
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