

RESUME

Section A Applicant Information

1. Job title		2. Position 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. E-mail Address:			

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 a. Name
			b. Phone
8. May we contact your current supervisor? Yes No 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 hour \$	5. Hours per week
6. Employer's name and postal mailing address:			7. Supervisor's name and phone number: a. b.
8. Describe your duties and accomplishments:			

Section D – Education

1. High School/College/University attended within past five years. Name and full postal mailing address of school.

Dates of attendance: _____ to _____

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

3. Provide three(3) references below (not a relative):

3a. Name:

Postal mailing address:

City:	State:	Zip Code:	Phone #:
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3b. Name:

Postal mailing address:

City:	State:	Zip Code:	Phone #:
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3c. Name:

Postal mailing address:

City:	State:	Zip Code:	Phone #:
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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 veteran's preference? Yes No

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)
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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)