

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT – OF 612

Form Approved
OMB No. 3206-0219

Instructions for Optional Application for Federal Employment - OF 612

You may apply for most Federal jobs with a resume, the attached Optional Application For Federal Employment (OF 612) or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in black ink. Help speed the selection process by keeping your application brief and sending only the requested information. **If essential to attach additional pages, include your name and Social Security Number on each page.**

- For information on Federal employment, including alternative formats for persons with disabilities and veterans' preference, contact the U.S. Office of Personnel Management at 478-757-3000, TDD 478-744-2299, or via the Internet at www.USAJOBS.opm.gov.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office identified in the announcement.

Privacy Act Statement

The U.S. Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. In order to keep your records in order, we request your Social Security Number (SSN) under the authority of Public Law 104-134 (April 26, 1996). This law requires that any person doing business with the federal government furnish as SSN or tax identification number. We use your SSN to seek information about you from employers, schools, banks, and others who know you. We may use your SSN in studies and computer matching with other Government files. If you do not give us your SSN or any other information requested, we cannot process your application. Also, incomplete addresses and ZIP Codes will slow processing. We may give information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals.

Public Burden Statement

We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to the U.S. Office of Personnel Management (OPM), OPM forms officer, Washington, DC 20415-7900. The OMB number, 3206-0219, is currently valid. OPM may not collect this information any you are not required to respond, unless this number is displayed. Do not send completed application forms to this address. Follow directions provided in the vacancy announcement(s).

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

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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)	
6b. City		6c. State	6d. ZIP Code		7a. Daytime
					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 non paid work experience related to the job for which you are applying. Do not attach job descriptions.

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 number	
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 number	
8. Describe your duties and accomplishments					

