THE DISTRICT OF COLUMBIA GOVERNMENT

EMPLOYMENT APPLICATION

INSTRUCTIONS: You may attach a résumé to this Employment Application in lieu of completing Sections 6 and 7 of this application, **only**. The résumé must contain all information requested in Sections 6 and 7. Use additional sheets of paper to provide further responses to any section below. Instructions for completing this application are available in Spanish.

1. POSITION VACANCY INFORMATION

Position Title _____ Vacancy Announcement # _____

2. PERSONAL DATA—Please Print

Name Last: _____ First: _____ Middle: _____

Address Street: _____ Apt. # (if any): _____

City: _____ State: _____ Zip Code: _____ Ward: _____

Telephone (including area code): Home (_____) _____ Business (_____) _____

Other names ever used _____ Social Security Number _____ Date of Birth _____

3. D.C. EMPLOYMENT HISTORY AND AVAILABILITY

a. Are you now or were you ever employed by the District of Columbia government?
☐ Currently employed by D.C. government ☐ Previously employed by D.C. government ☐ Never employed by D.C. government

b. Mark below each type of current or previous D.C. government appointment with an "X." Check all applicable boxes.
☐ Temporary ☐ Term ☐ Permanent ☐ Career ☐ Excepted Service ☐ Executive Service ☐ Other: _____

c. List highest grade, classification series and step attained: Grade _____ Series _____ Step _____

When can you start work? _____ Lowest pay or grade you will accept _____

4. MILITARY SERVICE AND VETERANS PREFERENCE

Veterans preference is granted by law to disabled veterans, to veterans who served on active duty in certain time periods or military operations, and, under certain conditions, to the spouses, widows(ers), or mothers of deceased or disabled veterans.

Have you served on active duty in the United States Armed Forces? . . . . . ☐ YES ☐ NO
(Answer "NO" if your only active duty was for training, including basic training, in the Reserves and National Guard.)

Did you or will you retire at or above the rank of major or lieutenant commander? . . . . . ☐ YES ☐ NO
(If "YES," you are not eligible for veterans preference unless your retirement is based upon a service-connected disability.)

From [____/____/____] To [____/____/____] [____/____/____] [_____] [_____]
Dates of Active Duty Service (Month/Day/Year) Separation Date Character of Separation Campaign or Expeditionary Medals received

PREFERENCE CLAIMED (Please check one. You must show proof when hired.): ☐ 5-Point Preference ☐ 10-Point Preference

5. RESIDENCY PREFERENCE

Are you claiming a residency preference for the position indicated above? (If you claim residency preference, attach the Residency Preference for Career Service Employment form, DC-2000RP.) ☐ YES ☐ NO

6. LANGUAGE CAPABILITIES, EDUCATION AND TRAINING

a. List the languages you: Speak _____

Read _____ Write _____

b. Did you graduate from high school? *(Answer "YES" if you have a GED high school equivalency or if you will graduate from high school within the next 9 months.)* ☐ YES ☐ NO

c. Indicate highest degree(s) obtained (*e.g.*, A.A., B.S.): _____

Name and Address of College or University _____ Zip Code _____

Major _____ Minor _____

Major Semester Credit Hrs. _____ OR Major Quarter Credit Hrs. _____ Attended (month/year) FROM _____/_____ UNTIL _____/_____

d. Use additional sheets of paper to list relevant training, licenses or skills (*e.g.*, sign language). Include schools attended, addresses, certificates or degrees awarded, dates attended, number of credit hours, major/minor fields or subjects studied.

(OVER)

7. WORK EXPERIENCE—If you have no work experience, write "NONE."

LIST PAID OR UNPAID WORK EXPERIENCE RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING. RESPONSES TO ANY RANKING FACTORS INCLUDED IN THE VACANCY ANNOUNCEMENT MUST BE ATTACHED TO THIS APPLICATION. USE ADDITIONAL SHEETS TO LIST OTHER WORK EXPERIENCE.

PRESENT OR MOST RELEVANT POSITION:

Employer's Name	Dates of Employment (Month/Year)	Annual Salary	Average Hours Per Week:
Address	From _____ To _____	Starting $ _____ Final $ _____	

Telephone ( )	Name and Title of Supervisor
Reason for Leaving	No. of Employees Supervised

If District or Federal Employment, List Series, Grade or Rank & Date of Last Promotion

Job Title and Duties, Responsibilities and Accomplishments

8. BACKGROUND INFORMATION—You must answer each question in this section before we can process your application.

Place an "X" in the proper column for each question below. | YES | NO

When answering item "a," you may omit: 1) traffic fines of $100.00 or less; 2) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a youth offender law; 3) any conviction set aside under the Federal Youth Corrections Act or similar State law; 4) any conviction whose record was expunged under federal, State, or local law. We will consider the date, facts, and circumstances of each event you list. In most cases, you can still be considered for District jobs.

a. During the past **10 years** have you been: 1) convicted of or forfeited collateral for **any felony**; or 2) convicted by a **court-martial?** . . . . . .
A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for a violation called a misdemeanor under State, county, or local law, which is punishable by imprisonment of two years or less.

IF YOU ANSWERED "YES" TO "a," GIVE DETAILS ON A SEPARATE SHEET OF PAPER. For each violation, write the *1) date; 2) charge; 3) place of violation; 4) court; and 5) action taken by the court.*

b. Do any of your relatives work for the District of Columbia government? Include: *father; mother; husband; wife; son; daughter; brother; sister; uncle; aunt; first cousin; niece; nephew; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; and half sister.* . . . . . .

If "YES," on a separate sheet of paper, write, for each of these relatives, their: *1) name; 2) relationship to you; and 3) agency of the District of Columbia government in which the person works.*

c. Do you receive or have you ever applied for retirement pay, pension, or other pay based on District of Columbia government or federal civilian or military service? . . . . . .

To work for the District of Columbia government in certain public safety positions, you must be a citizen of the United States. If selected, you will be required to submit evidence of identity and employment eligibility.

9. SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign. **I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work** (D.C. Code § 1-617.1(d)(1) *et seq.* (1991 Repl.)). **I understand** that the making of a false statement on this form or materials submitted with this form is punishable by criminal penalties pursuant to D.C. Code § 22-2514 *et seq.* (1991 Repl.). **I understand** that any information I give may be investigated as allowed by law or Mayoral order. **I consent** to the release of information regarding my suitability for District of Columbia government employment by *employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government.* **I certify** that, to the best of my knowledge and belief, **all** of my statements are true, correct, and complete.

SIGNATURE *(Sign each application or each copy in ink):*	DATE SIGNED *(Month, Day, Year)*