



United States Government Application Cover Page

Please print this form, fill out, and use as a cover page to fax your application materials to the number indicated in the Vacancy Announcement.

Vacancy Identification Number: (Required)

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Social Security Number:

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First Name:

Middle Initial:

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Last Name:

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Number of Pages in Application: (including this cover page)

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Address:

Phone:



The following Privacy Act and Public Reporting Burden statements are for informational purposes only. Please do not return this page with your application package.

Privacy Act

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of title 5 of the U.S. Code. Section 1104 of title 5 allows the OPM to authorize other Federal Agencies to rate applicants for Federal jobs. We need the information you put on this form to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

We must have your Social Security Number (SSN) to identify your records because other people may have the same name and birthdate. The OPM may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. To keep your records in order, we request your Social Security Number (SSN) under the authority of Executive Order 9397 (November 22, 1943).

Information we have about you may also be given to Federal, State, and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

Giving us your SSN or any other information is voluntary. However, we cannot process your application, which is the step toward getting a job, if you do not give us the information we request.

Public Reporting Burden

The public reporting burden of information is estimated to vary from 20 minutes to 45 minutes to complete this form including time for reviewing instructions, gathering the data needed, and completing and reviewing entries. The average time to complete this form is 30 minutes. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Office of Personnel Management, Office of the Chief Information Officer, 1900 E Street, NW, CHP 500, Washington, DC 20415; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project 3206-0040, Washington, DC 20503.