

U.S. Office of Personnel Management Qualifications and Availability Form C

Form Approved
OMB No. 3206-0040
OPM FORM 1203-FX
June 1996



51562

Please fill in the following items on each page of this application form. If this information is not included, we cannot process your application. You must return all 6 pages.

Social Security Number

			-			-					
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Vacancy Identification Number

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Follow the Instructions on the Supplemental Qualifications Statement (SQS)

- For optimum accuracy, it is recommended that characters be written block style following the examples below.
- Do not write on or outside the boxes.
- Do not use special characters. Use only the characters shown.
- PRINT your responses in the boxes and/or blacken in the appropriate ovals.
- Use black ink. Do not staple this form.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9																

Shade circle like this: ●
Not like this: ○

1. **Print Title of Job Applying For:** _____

2. **Biographic Data**

First Name

MI

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Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Street Address (House Number, Street, Apt. No. where you want to receive mail)

City

State

Use Standard State Postal Codes. If you live outside the USA, print "OV" in State and fill in Country, leaving zip code blank.

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Zip Code

Country

						-					
--	--	--	--	--	--	---	--	--	--	--	--

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Telephone Number

Contact Time

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Day Night Either

Use numbers only - no punctuation. Include area code if within United States.

3. **E-Mail Address (see Instructions in SQS before completing)**

Notify me by E-Mail:

Yes No



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Vacancy Identification Number

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4. Work Information (If Applicable) Place of Employment

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Work Address

Work City

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Work State

--	--

Use Standard State Postal Codes. If you work outside the USA, print "OV" in State and fill in Country, leaving zip code blank.

Work Zip Code

						-						
--	--	--	--	--	--	---	--	--	--	--	--	--

Work Country

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Work Telephone Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Extension

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Use numbers only - no punctuation. Include area code if within United States.

5. Employment Availability - Are you available for:

A. Full Time Employment Y N

-40 Hours Per Week?

B. Part Time Employment of

-16 or fewer hrs/week?

-17 to 24 hrs/week?

-25 to 32 hrs/week?

C. Temporary Employment Lasting

-less than 1 month?

-1 to 4 months?

-5 to 12 months?

D. Jobs Requiring Travel Away from home for

-1 to 5 nights/month?

-6 to 10 nights/month?

-11 plus nights/month?

E. Other Employment Questions (see instructions)

Y N

Y N

Question 1.

Question 4.

Question 2.

Question 5.

Question 3.

Question 6.

6. Citizenship

Are you a citizen of the United States?

Yes No

7. Background Information

(see Instructions in SQS before completing)

Y N

Y N

Question 1.

Question 4.

Question 2.

Question 5.

Question 3.

Question 6.

8. Other Information

(see Instructions in SQS before completing)

A. Gender Male Female

B. Date of Birth (MM/DD/YYYY)

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9. Languages

□□ □□ □□ □□ □□ □□

10. Lowest Grade

□□

11. Miscellaneous Information

□□□□ □□□□ □□□□ □□□□ □□□□ □□□□

12. Special Knowledge

□□ □□ □□ □□ □□ □□

13. Test Location

□□□□

14. Veteran Preference Claim

- No Preference Claimed
- 5 Points Preference Claimed
- 10 Point Preference - You must submit a completed Standard Form 15.**
- 10 Points Preference Claimed
(award of a Purple Heart or noncompensable service-connected disability)
- 10 Points Compensable Disability Preference Claimed
(disability rating of less than 30%)
- 10 Points Other
(wife, widow, husband, widower, mother preference claimed)
- 10 Points Compensable Disability Preference Claimed
(disability rating of 30% or more)

When entering dates in the following fields, please use the format: MM/DD/YYYY

15. Dates of Active Duty - Military Service

Skip if No Veteran Preference Claimed in Block 14

From: □□ / □□ / □□□□

To: □□ / □□ / □□□□

16. Availability Date

□□ / □□ / □□□□

17. Service Computation Date

□□ / □□ / □□□□

18. Other Date

□□ / □□ / □□□□

19. Job Preference

- 1 6 11 16 21 26 31 36 41 46 51 56 61 66
- 2 7 12 17 22 27 32 37 42 47 52 57 62 67
- 3 8 13 18 23 28 33 38 43 48 53 58 63 68
- 4 9 14 19 24 29 34 39 44 49 54 59 64 69
- 5 10 15 20 25 30 35 40 45 50 55 60 65 70



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Vacancy Identification Number

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20. Occupational Specialties

1	2	3	4	5
□□□	□□□	□□□	□□□	□□□
6	7	8	9	10
□□□	□□□	□□□	□□□	□□□

21. Geographic Availability

1	6
□□□□□□□□	□□□□□□□□
2	7
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3	8
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4	9
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5	10
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22. Indicate if you are requesting consideration for either the:

- Career Transition Assistance Plan (CTAP)
- Interagency Career Transition Assistance Plan (ICTAP)

23. Job Related Experience

(see Instructions in SQS before completing)

Years: □□ Months: □□

24. Personal Background Information

(see Instructions in SQS before completing)

- 1 11
- 2 12
- 3 13
- 4 14
- 5 15
- 6 16
- 7 17
- 8 18
- 9 19
- 10 20



25. Occupational Questions

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| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 9. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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| 12. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 16. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 20. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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| 42. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 43. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 44. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 45. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 46. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 47. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 50. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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| 71. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 74. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 75. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 76. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 77. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 21. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 22. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 23. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 25. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 27. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| 29. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 30. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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| 51. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 52. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 53. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 54. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 55. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 56. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 57. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 58. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 59. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 60. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

- | | A | B | C | D | E | F | G | H | I |
|-----|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 81. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 82. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 83. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 84. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 85. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 86. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 87. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 88. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 89. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 90. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



25. Occupational Questions (continued)

Please fill in the following items on each page of this application form. If this information is not included, we cannot process your application. You must return all 6 pages.

Social Security Number

Grid for Social Security Number: three boxes for the first three digits, a hyphen, two boxes for the next two digits, a hyphen, and five boxes for the last five digits.

Vacancy Identification Number

Grid for Vacancy Identification Number: eight empty boxes.

- Questions 91-100 with options A through I.

- Questions 121-130 with options A through I.

- Questions 151-160 with options A through I.

- Questions 101-110 with options A through I.

- Questions 131-140 with options A through I.

- Questions 161-170 with options A through I.

- Questions 111-120 with options A through I.

- Questions 141-150 with options A through I.

- Questions 171-180 with options A through I.

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 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 Office of Personnel Management 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 Office of Personnel Management 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. The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you.

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 of the other information is voluntary. However, we cannot process your application, which is the first 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.