

## **Instructions on Federal Form SF171 (version 6-88)**

**DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.**

**TYPE OR PRINT CLEARLY IN DARK INK.**

IF YOU NEED MORE SPACE for an answer, use a sheet of paper the same size as this page. On each sheet write your name, Social Security Number, the announcement number or job title, and the item number. Attach all additional forms and sheets to this application at the top of page 3.

If you do not answer all questions fully and correctly, you may delay the review of your application and lose job opportunities.

Unless you are asked for additional material in the announcement or qualification information, do not attach any materials, such as: official position descriptions, performance evaluations, letters of recommendation, certificates of training, publications, etc. Any materials you attach which were not asked for may be removed from your application and will not be returned to you.

We suggest that you keep a copy of this application for your use. If you plan to make copies of your application, we suggest you leave items 1, 48 and 49 blank. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**

To apply for a specific Federal civil service examination (whether or not a written test is required) or a specific vacancy in an Federal agency:

- Read the announcement and other materials provided.
- Make sure that your work experience and/or education meet the qualification requirements described.
- Make sure the announcement is open for the job and location you are interested in. Announcements may be closed to receipt of applications for some types of jobs, grades, or geographic locations.
- Make sure that you are allowed to apply. Some jobs are limited to veterans, or to people who work for the Federal Government or have worked for the Federal Government in the past.
- Follow any directions on 'How to Apply'. If a written test is required, bring any material you are instructed to bring to the test session. For example,

you may be instructed to "Bring a completed SF 171 to the test." If a written test is not required, mail this application and all other forms required by the announcement to the address specified in

the announcement.

## **Work Experience (Item 24)**

Carefully complete each experience block you need to describe your work experience. Unless you qualify based on education alone, your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.

Under Description of Work, write a clear and brief, but complete description of your major duties and responsibilities for each job. Include any supervisory duties, special assignments, and your accomplishments in the job. We may verify your description with your former employers.

If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job.

## **Veteran Preference in Hiring (Item 22)**

DO NOT LEAVE Item 22 BLANK. If you do not claim veteran preference, place an "X" in the box next to "NO PREFERENCE".

You cannot receive veteran preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, unless you are disabled or retired from the active military Reserve.

To receive veteran preference your separation from active duty must have been under honorable conditions. This includes honorable and general discharges. A clemency discharge does not meet the requirements of the Veteran Preference Act.

Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veteran preference.

To qualify for preference you must meet ONE of the following conditions:

1. Served on active duty anytime between December 7, 1941, and July 1, 1955; (If you were a Reservist called to active duty between February 1, 1955 and July 1, 1955, you must meet condition 2. below.) or
2. Served on active duty any part of which was between July 2, 1955 and October 14, 1976 or a Reservist called to active duty between February 1, 1955 and October 14, 1976 and who served for more than 180 days; or
3. Entered on active duty between October 15, 1976 and September 7, 1980 or a Reservist who entered on active duty between October 15, 1976 and October 13, 1982

and received a Campaign Badge or Expeditionary Medal or are a disabled veteran; or

4. Enlisted in the Armed Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 and:

a. completed 24 months of continuous active duty or the full period called or ordered to active duty, or were discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173 and received or were entitled to receive a Campaign Badge or Expeditionary Medal; or

b. are a disabled veteran.

If you meet one of the four conditions above, you qualify for 5-point preference. If you want to claim 5-point preference and do not meet the requirements for 10-point preference, discussed below, place an "X" in the box next to "5-POINT PREFERENCE".

If you think you qualify for 10-Point Preference, review the requirements described in the Standard Form (SF) 15, Application for 10-Point Veteran Preference. The SF 15 is available from any Federal Job Information Center. The 10-point preference groups are:

- Non-Compensably Disabled or Purple Heart Recipient.
- Compensably Disabled (less than 30%).
- Compensably Disabled (30% or more).
- Spouse, Widow(er) or Mother of a deceased or disabled veteran.

If you claim 10-point preference, place an "X" in the box next to the group that applies to you. To receive 10-point preference you must attach a completed SF 15 to this application together with the proof requested in the SF 15.