

# DISTRICT OF COLUMBIA GOVERNMENT



(Rev. 5/11)

## EMPLOYMENT APPLICATION (DC2000)

Please answer the questions and complete all required fields on this application. In addition, please respond to all of the ranking factors listed in the vacancy announcement. Finally, if you are claiming residency preference for a career service or management supervisory service position, please complete the residency preference form.

### 1. POSITION VACANCY INFORMATION

Position Title \_\_\_\_\_ Vacancy Announcement Number \_\_\_\_\_

### 2. PERSONAL DATA

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
\_\_\_\_\_ Street Address \_\_\_\_\_ Apt # \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Ward \_\_\_\_\_  
Telephone (including area code): \_\_\_\_\_ Home \_\_\_\_\_ Business \_\_\_\_\_  
\_\_\_\_\_ Other names ever used \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

### 3. D.C. EMPLOYMENT HISTORY AND AVAILABILITY

- a. Are you now or were you ever employed by the District of Columbia Government?
- b. Mark below each type of current or previous D.C. government appointment. Check all applicable boxes.
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Temporary                      | <input type="checkbox"/> Term             | <input type="checkbox"/> Permanent         |
| <input type="checkbox"/> Career                         | <input type="checkbox"/> Excepted Service | <input type="checkbox"/> Executive Service |
| <input type="checkbox"/> Management Supervisory Service | <input type="checkbox"/> Legal Service    | <input type="checkbox"/> 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. RESIDENCY

- a. Are you claiming a residency preference for the position indicated above?  Yes  No
- b. I understand the residency preference requirements (found at the end of this document).  Yes  No
- c. If the position you are applying for above is in the Career Service, Management Supervisory Service, or Legal Service, excluding the Senior Executive Attorney Services, are you claiming a residence preference? (If you claim residency preference, you must complete the Residency Preference for Employment form, DC-2000RP).  Yes  No
- d. If the position you are applying for above is in the Excepted Service, Executive Service, or Senior Executive Attorney Service, do you acknowledge and understand that, if selected, you must be a domiciliary of the District of Columbia at the time of the appointment or within 180 days of the appointment date, and maintain District domicile for the duration of the appointment?  Yes  No

## 5. 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, widowers, or mothers of deceased or disabled veterans.

Have you ever served on active duty in the United States Armed Forces?

(Answer "NO" if your only active duty was for training, including basic training, in the Reserves and National Guard.)

Yes  No

Did you or will you retire at or above the rank of Major or Lieutenant Commander?

(If "YES," you are not eligible for veterans preference unless your retirement is based upon a service-connected disability.)

Yes  No

From \_\_\_\_\_ To \_\_\_\_\_  
Dates of Active Duty Service (Month/Day/Year)

\_\_\_\_\_  
Character of Separation

\_\_\_\_\_  
Campaign or Expeditionary Medals Received

\_\_\_\_\_  
Separation Date

**Preference claimed:**  5-point preference  10-point preference  None

(Please check one. You must show proof when hired.)

## 6. EDUCATION

### a. High School

Indicate highest grade completed: \_\_\_\_\_

Name and Address of School \_\_\_\_\_ Zip Code \_\_\_\_\_

Did you graduate?  Yes  No      If no, have you received a GED high school equivalency?  Yes  No

Attended From \_\_\_\_\_ To \_\_\_\_\_  
(month/year) (month/year)

### b. Colleges and Universities

#### School 1

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 Hours \_\_\_\_\_ OR Major Quarter Credit Hours \_\_\_\_\_

Attended From \_\_\_\_\_ To \_\_\_\_\_  
(month/year) (month/year)

#### School 2

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 Hours \_\_\_\_\_ OR Major Quarter Credit Hours \_\_\_\_\_

Attended From \_\_\_\_\_ To \_\_\_\_\_  
(month/year) (month/year)

## 7. TRAINING

List relevant training, licenses or skills (e.g., sign language). Include schools attended, addresses, certificates or degrees awarded, dates attended, number of credit hours, and major/minor field or subjects studied.

## 8. LANGUAGE CAPABILITIES

List the languages you speak, read and write

Language	Speak	Read	Write
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 9. WORK EXPERIENCE

List paid or unpaid work experience relevant to the position for which you are applying.

No 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 and Date of Last Promotion			
_____			

Job Title and Duties, Responsibilities and Accomplishments

**POSITION:**

Employer's Name	Dates of Employment (Month/Year) From                      To	Annual Salary Starting \$ Final    \$	Average Hours Per Week
Address			
Telephone	Name and Title of Supervisor		
Reason for leaving		No. of Employees Supervised	
If District or Federal Employment, List Series, Grade or Rank and Date of Last Promotion			

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Employer's Name	Dates of Employment (Month/Year) From                      To	Annual Salary Starting \$ Final    \$	Average Hours Per Week
Address			
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Address	From      To	Starting \$	
		Final    \$	
Telephone	Name and Title of Supervisor		
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		Final    \$	
Telephone	Name and Title of Supervisor		
Reason for leaving		No. of Employees Supervised	
If District or Federal Employment, List Series, Grade or Rank and Date of Last Promotion			

Job Title and Duties, Responsibilities and Accomplishments

**10. BACKGROUND INFORMATION - You must answer each question in this section before we can process your application**

- a. 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, daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepdaughter; stepbrother; half-brother; and half-sister.  Yes  No

If "YES," in the space below, 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.

Name*	Relationship	District Agency

(\*Note: If more than five (5) relatives continue on a separate sheet of paper.)

- b. Do you receive or have you ever applied for retirement pay, pension, or other pay based on District of Columbia government, federal civilian or federal military service?  Yes  No
- c. Are you a citizen of the United States?  Yes  No
- d. Are you legally authorized to work in the United States?  Yes  No

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.

**11. 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. Official Code § 1-616.51 *et seq.*) (2001). 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. Official Code § 22-2405 *et seq.* (2001). 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, human resources 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.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

# RANKING FACTORS

Name \_\_\_\_\_

Vacancy Announcement Number \_\_\_\_\_

The ranking factors found in the vacancy announcement will be used in the evaluation process for all positions other than wage grade. All applicants **MUST** respond to the ranking factors. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

Use the spaces below to respond to the ranking factors on the job vacancy announcement.

Ranking Factor 1

Ranking Factor 2

Ranking Factor 3

Ranking Factor 4

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Ranking Factor 5

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Ranking Factor 6

A large, empty rectangular box with a black border, intended for input or data related to Ranking Factor 6.