

Application for Employment

Board of Governors
of the Federal Reserve System
Washington, DC 20551

OMB No. 7100-0181
Average hours per response: 1
Approval expires December 31, 2004



An equal opportunity employer

Please type or print

Background

Position for Which Application is Made		Date of Application	Date Available
Full Name			
First	Middle	Last	Previous, if any
Address			
Number & Street		City	State ZIP Code
Telephone (Include Area Code)			Social Security Number
Home		Office	
Are you a United States citizen? _____ Yes _____ No			How did you learn about this position?
Some positions require that an employee be a U.S. citizen or intending citizen. (12 CFR § 268.304)			

Education and Training*

Name and Complete Address of Schools Attended	From		To		Graduate		Year Graduated	Type of Degree	Major Subjects	Minor Subjects
	Mo.	Yr.	Mo.	Yr.	Yes	No				
High School										
College										
Graduate School										
Technical/Other Training Schools										

*Note: If any education was not completed, give reason:

Titles of Publication(s), Thesis, etc.

Professional licenses, Organizations, Membership in the Bar

Typing Speed | Computer Skills/Other Training or Skills

_____ wpm

Employment Record

Please list all employment. Account for all times since leaving school, including periods of unemployment. If you were employed under a different name than shown on page one, please indicate.

Current Employment (month & year) From To	Title of Position	Classification Grade (If in Federal Service)	Salary or Earnings Start Current Base _____
Name and Address of Employer		Immediate Supervisor Name Telephone May We Contact? ___ Yes ___ No	Supplemental (Itemize) _____ _____ _____
Reason for Desiring to Change Employment			Number of Hours Worked Per Week
Date of Last Promotion	Date of Last Salary Increase	Amount of Increase	

Brief Description of Duties and Responsibilities

Previous Employment (month & year) From To	Title of Position	Classification Grade (If in Federal Service)	Salary or Earnings Start End Base _____ Supplemental _____
Name and Address of Employer		Immediate Supervisor Name Telephone	May We Contact? ___ Yes ___ No
Reason for Desiring to Change Employment			Number of Hours Worked Per Week

Brief Description of Duties and Responsibilities

Previous Employment (month & year) From To	Title of Position	Classification Grade (If in Federal Service)	Salary or Earnings Start End Base _____ Supplemental _____
Name and Address of Employer		Immediate Supervisor Name Telephone	May We Contact? ___ Yes ___ No
Reason for Desiring to Change Employment			Number of Hours Worked Per Week

Brief Description of Duties and Responsibilities

Previous Employment (month & year) From To	Title of Position	Classification Grade (If in Federal Service)	Salary or Earnings Base Supplemental	Start _____	End _____
Name and Address of Employer		Immediate Supervisor Name Telephone			
Reason for Desiring to Change Employment				Number of Hours Worked Per Week	
Brief Description of Duties and Responsibilities					

Previous Employment (month & year) From To	Title of Position	Classification Grade (If in Federal Service)	Salary or Earnings Base Supplemental	Start _____	End _____
Name and Address of Employer		Immediate Supervisor Name Telephone			
Reason for Desiring to Change Employment				Number of Hours Worked Per Week	
Brief Description of Duties and Responsibilities					

Previous Employment (month & year) From To	Title of Position	Classification Grade (If in Federal Service)	Salary or Earnings Base Supplemental	Start _____	End _____
Name and Address of Employer		Immediate Supervisor Name Telephone			
Reason for Desiring to Change Employment				Number of Hours Worked Per Week	
Brief Description of Duties and Responsibilities					

Military Service Record

_____ None	Service Branch	Type of Discharge
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Description of Duties

Current Military Status	Active Service From _____ To _____	Rank Attained
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References

List three persons who are not related to you but who have definite knowledge of your capability to perform the duties of the position for which you are applying. Do not repeat the names of supervisors listed under "Employment Record."

Name	Address (Include ZIP Code)	Telephone (Include Area Code)	Title or Occupation

General (If you answer Yes to any of these questions, explain fully in the Remarks section. A Yes response to any one of these questions may have an effect on whether the Board hires you based upon federal law, regulations, and the Board's policies. Please give the question number in your explanation.)

Yes No

- _____ _____ 1. Have you ever been convicted of a felony or misdemeanor? (You may omit: [a] minor traffic violations; [b] any offense committed before your 18th birthday that was finally adjudicated in a juvenile court or under a youth offender law; and [c] any conviction in which the record has been expunged under federal or state law.) Note: A criminal conviction is not an absolute bar to employment but will be considered in relation to specific job requirements.
- _____ _____ 2. Have you ever been discharged or asked to resign from any position, or have you resigned after having been informed that your employer intended to discharge you?
- _____ _____ 3. Do you receive any annuity from the United States or District of Columbia governments under any retirement act or any pension or compensation for military service?
- _____ _____ 4. Are you related to or acquainted with any employee of the Board of Governors of the Federal Reserve System?
- _____ _____ 5. Are you related to any officer or director of a financial and/or banking institution?
- _____ _____ 6. Do you, your spouse, or your minor children own debt (bonds) or equity (stock) of a bank, thrift, or other depository institution or its affiliates, or of a primary government securities dealer or its affiliates?
- _____ _____ 7. Are you willing to travel in connection with your duties?

Remarks (Include or attach any other information you feel reflects your qualifications for the position for which you are applying.)

Notes

College graduates: a copy of your college transcript is requested prior to employment.

Some persons employed by the Board must satisfactorily complete a physical examination and may be subject to drug testing.

Persons employed by the Board are required to provide necessary information showing their legal entitlement to work in the United States.

Those employed by the Board who served in the U.S. Armed Forces must provide written evidence of type of discharge.

All positions at the Board are excepted by the Classified Civil Service.

Applications are retained in our active file for one year. Applicants who wish consideration beyond this time frame must reapply.

Those employed by the Board must abide by the Standards of Ethical Conduct for Employees of the Executive Branch.

Disclosure of previous names used by an applicant after the applicant has reached the legal age of employment is necessary to confirm an applicant's employment record.

The Board of Governors of the Federal Reserve System has:

1. Adopted regulations and procedures to assure equal opportunity in employment for all persons; to prohibit discrimination in employment because of race, religion, color, national origin, sex, physical or mental disability, or age; and to promote the full realization of equal employment through a positive continuing program in every aspect of Board personnel policy and practice. An aggrieved applicant for employment who believes that he or she has been discriminated against because of race, religion, color, national origin, sex, disability, or age should consult with an EEO Counselor. A list of EEO Counselors can be obtained from the Division of Human Resources Management.
2. Rules regarding financial interests of employees that restrict ownership by employees, their spouses, and their minor children of debt (bonds) or equity (stock) of banks, thrifts, and other depository institutions or their affiliates and of primary government securities dealers or their affiliates. Questions should be directed to the Ethics Officer in the Board's Legal Division.

The material presented in this application is true and complete, to the best of my knowledge. I understand the above statements and hereby authorize the Board of Governors of the Federal Reserve System to contact personal and professional references and educational institutions to obtain information regarding my qualifications. I understand that this application, and any handbooks, manuals, policies or procedures of the Board, are not a contract of employment. I understand that I may resign my employment with the Board at any time for any reason and that my employment may be terminated at the discretion of the Board at any time in accordance with applicable rules and policies of the Board. I understand that any false statement contained herein is sufficient cause for rejection of this application or my termination after becoming a Board employee. I have read and understand the Privacy Act Statement issued by the Board pursuant to the Privacy Act of 1974 and provided to me in connection with the application.

Applicant's Signature

PAPERWORK REDUCTION ACT NOTICE

This application for employment is authorized by law [12 U.S.C. §§ 244 and 248(1)]. The Federal Reserve System regards the individual respondent information as confidential.

Public reporting burden for this employment application is estimated to average one hour per response, including the time to gather the information in the required form and to review instructions and complete the application. Send comments regarding this burden estimate or any other aspect of this employment application, including suggestions for reducing this burden, to Secretary, Board of Governors of the Federal Reserve System, 20th and C Streets, N.W., Washington, DC 20551; and to the Office of Management and Budget, Paperwork Reduction Project (7100-0181), Washington, DC 20503.
