

GENERAL

This information is provided pursuant to Public Law 95-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal employment application forms.

AUTHORITY

Sections 1302, 3301, and 3304 of Title 5 of the United States Code give the U.S. Office of Personnel Management (formerly the U.S. Civil Service Commission) the authority to recruit, examine, and evaluate applicants' qualifications for employment in the Federal Service. Use of the employment application forms is necessary for performing these functions. The Commission, consistent with law and with the economical and efficient administration of the Government, has delegated to Federal agencies its authority to act in personnel matters in accordance with requirements, standards and instructions, which have been issued.

PURPOSES AND USES

The principal purpose of employment application forms is to collect information needed to determine qualifications, suitability, and availability of applicants for Federal employment. Your completed application may be used to examine, rate and/or assess your qualifications and to contact you concerning availability and/or an interview. All or part your completed Federal employment application form may be disclosed outside the U.S. Department of State to:

The U.S. Civil Service Commission to report your availability or non-availability for Federal employment.

Anyone requesting statistical information (without your personnel identification) under the Freedom of Information Act.

EFFECTS OF NONDISCLOSURE

Although the employment application forms request both optional and mandatory data, it is in your best interest to answer all questions. Omission of an item means you might not receive full consideration or a position for which this information is needed. A false answer to a question in the employment application may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by a fine or imprisonment (U.S. Code, Title 18, Section 1001).