

SCNG POSITION VACANCY-REQUIRED DATA

For use of this form see, TPR 300, TPR 335 and SCNG Merit Placement Plan
The proponent is TAG-HR

Job Title/Grade & Announcement Number You Are Applying For:

GENERAL INFORMATION

1. Name: Last First Middle (other names used) 2. SSN 3. Date Completed
4. Mailing Address (include apartment number, if any) 5. Date of Birth:
6. Home Phone (area code & number) 7. Work Phone (area code & number)

8. Have you ever been a civilian employee of the US Govt.? Yes No
Mark each type of job you held with an "X". Excepted Career Career Conditional
Highest grade held. From Date: To Date:

9. Type of security clearance: (if none so state)

10. Are you a US Citizen? Yes No (NOTE: If You are a US citizen and a male over 18, born after 31 Dec 59, you must be registered with the Selective Service System or have an exception.)

11. CURRENT AND PRIOR EMPLOYERS FOR THE PAST FIVE YEARS

(May we contact your current employer?) Yes No

From	To	Name of Employer	Address	Position	HRS/WK

12. CURRENT / PRIOR MILITARY EXPERIENCE

(Include all Active Duty and National Guard/Reserve)

FROM TO BRANCH GRADE DUTY TITLE & MOS/SSI/AFSC

13. EDUCATION

Highest level of Education completed: Below 12th grade GED 12th 13th 14th 15th 16th 17th 18th Above

Have you earned a degree? Yes No

If yes, enter Degree and type (MA, BA ect.).

If you have not completed a degree, how many hours have you earned?

What is your major

Name of school and address

If you are using your education to satisfy a portion of the experience requirement for employment you must attach a transcript with a raised seal.

Do you require the transcript to be returned? Yes No

14. SPECAIL EXPERIENCE

(Enter the specialized job elements in the announcement here)

Your answers will determine your qualifications and eligibility. Give details of your work experience and training.

Show "HOW" and "WHERE" you received the experience and list the "FROM DATE" and "TO DATE" for each job element. Also, list your special qualifications, skills, accomplishments, awards, and/or honors, that may qualify you for this position. You may use the space provided on the back of this form or on a plain sheet of paper. (Be sure to include your name and social security number at the top of the sheet).

ELEMENT I

ELEMENT II

ELEMENT III

ELEMENT IV

ELEMENT V

ELEMENT VI

ELEMENT VII

ELEMENT VIII

PRIVACY ACT: The South Carolina National Guard rates applicants for Federal Jobs under the Authority of Title 5 of the United States Code., Sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394. **PRINCIPAL PURPOSE:** Information is used by the Human Resources Office. (HRO), to screen qualifications of applicants. **ROUTINE USE:** Support civilian position application process. **DISCLOSURE:** Mandatory. Failure to furnish Social Security information or other information requested will result in termination of eligibility. Also, incomplete addresses will slow processing.

APPLICANT CERTIFICATION: I certify that to the best of my knowledge and belief all the information on this form is true, correct, complete and made in good faith. I understand that false or fraudulent information on this form may be grounds for not hiring or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information may be investigated.

15. SIGNATURE (Sign in dark ink only)

DATE SIGNED: (DAY, MONTH, YEAR)