

**USPSC Job Application Cover Form**

Form USAID/IN/HR 08/15-02

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| Position Title and Announcement No. Click here to enter text.  Applicant’s Name: Click here to enter text. | | | | |
| 1. Are you a U.S. Citizen? Yes  No  If your answer to the above question is “No”, please answer the question below:  1(a). Do you have permanent U.S. Resident status? Yes  No  If yes, provide Number Click here to enter text. | | | | |
| Question 2 is applicable only if you have applied for a **resident-hire** USPSC position (please see vacancy announcement).  2. Are you an Eligible Family Member (Spouse or dependent of a U.S. Citizen employed by the U.S. Government included on their travel orders)?  Yes  No  If your answer to the above question is “Yes”, please answer 2(a) and if your answer is “No”, please answer 2(b):  2(a) Please provide the following details of the above member of your household who works for the United States Government:  Full Name: Click here to enter text. Relationship: Click here to enter text.  Agency:Click here to enter text. Position: Click here to enter text.Location: Click here to enter text.  2(b) Are you eligible to work in this country? Yes  No  If yes, please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g. work permit, residency permit). If you are not sure if you need to submit proof of eligibility, contact the USAID/India EXO/HR office. | | | | |
| 3. U.S. Social Security Number (for U.S. Citizens / Permanent U.S. Residents)  Click here to enter text.**[last four digits only]** | | | | |
| 4. List three professional references (not relatives or former supervisors) who have thorough knowledge of your work performance and who can be contacted before making the final hiring decision if you are considered a finalist as part of the selection process | | | | |
| Name | Address | Telephone | E-mail | Occupation |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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**OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS**

The Privacy Act Statement is found at the end of this form.

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| **Section A – Offeror Information** | | | | | | | | | |
| 1. Title of Solicited Position | | | 2. Offeror’s Proposed Base Salary | | | | | | 3. Solicitation Number |
| 4a. Last Name | | | | 4b. First and Middle Names | | | | | |
| 5a. Mailing Address | | | | | | | 6. Phone Numbers (include area code if within the United States of America)  6a. Daytime | | |
| 5b. City | | 5c. State | | | 5d. Zip Code | | 6b. Evening | | |
| 5e. Country (If not within the United States of America) | | | | | | | | | |
| 7. Email Address (if available) | | | | | | | | | |
| **Section B – Work Experience**  Describe your paid and non-paid work experience related to this offer. Do not attach job descriptions.  Base Salary definition – basic compensation for services rendered, excluding bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances. | | | | | | | | | |
| 1. Job Title (if Federal, include series and grade) | | | | | | | | | |
| 2. From (mm/yyyy) | 3. To (mm/yyyy) | | | | 4.Base Salary $ | per | | 5. Hours per week | |
| 6. Employer’s Name and Address | | | | | | | 7. Supervisor’s Name and Phone Number  7a. Name | | |
| 7b. Phone | | |
| 8. May we contact your current supervisor? Yes  No  If we need to contact your current supervisor before making an offer, we will contact you first. | | | | | | | | | |
| 9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and solicitation number) | | | | | | | | | |
| **Section C – Additional Work Experience**  **Continue on a separate page if required to list all employment relating to the duties of the position.** | | | | | | | | | |
| 1. Job Title (if Federal, please include series and grade) | | | | | | | | | |
| 2. From (mm/yyyy) | 3. To (mm/yyyy) | | | | 4.Base Salary  $ | per | | 5. Hours per week | |
| p6. Employer’s Name and Address | | | | | | | 7. Supervisor’s Name and Phone Number  7a. Name | | |
| 7b. Phone | | |
| 8. May we contact your current supervisor? Yes  No  If we need to contact your current supervisor before making an offer, we will contact you first. | | | | | | | | | |
| 9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and solicitation number) | | | | | | | | | |

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| **Section D - Education** | | | | | | | | | | | | |
| 1. Last High School (HS)/GED school. Give the school’s name, city, state, Zip code (if known), and year of diploma or GED received: | | | | | | | | | | | | |
| 2. Mark highest level completed: Some HS  HS/GED  Associate  Bachelor  Master  Doctoral | | | | | | | | | | | | |
| 3. Colleges and universities attended.  Do not attach a copy of your transcript unless requested. | | | | | Total Credits Earned  Semester Quarter | | | | | Major(s) | | Degree (if any),  Year Received |
| 3a. Name | | | | |  | | |  | |  | |  |
| City | State | | | Zip Code |
| 3b. Name | | | | |  | | |  | |  | |  |
| City | State | | | Zip Code |
| 3c. Name | | | | |  | | |  | |  | |  |
| City | State | | | Zip Code |
| **Section E – Other Education Completed**  Do not list degrees received solely on life experience or obtained from schools with little or no academic standards. | | | | | | | | | | | | |
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| **Section F – Other Qualifications** | | | | | | | | | | | | |
| License or Certificate | | | Date of Latest License or Certificate | | | | | | State or Other Licensing Agency | | | |
| 1f. | | |  | | | | | |  | | | |
| 2f. | | |  | | | | | |  | | | |
| **Section G – Other Qualifications**  **Offer-related** training courses (give title and year). **Offer-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). **Offer-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send documents unless requested. | | | | | | | | | | | | |
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| **Section H - General** | | | | | | | | | | | | |
| 1a. Are you a U.S. citizen? Yes  No  1b. If no, give the Country of your citizenship | | | | | | | 1c. Are you a lawful permanent resident of the U.S.  (Green Card Holder)? \_\_\_Yes \_\_\_ No | | | | | |
| 2. Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25 or have an exemption 🡪 | | | | | | | | | | | | |
| 3. Were you ever a Federal civilian employee? Yes  No  🡪 If yes, list highest civilian grade for the following: | | | | | | | | | | | | |
| 3a. Series | | 3b. Grade | | | | 3c. From (mm/yyyy) | | | | | 3d. To (mm/yyyy) | |
| **Section I – Offeror Certification** | | | | | | | | | | | | |
| I certify that, to the best of my knowledge and belief, all of the information on and attached to this offer is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this offer may be grounds for not awarding me the contract or for early contract termination after award, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. | | | | | | | | | | | | |
| 1a. Signature | | | | | | | | | | | 1b. Date (mm/dd/yyyy) | |

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| **Privacy Act Statement** |
| **Authority:** Foreign Assistance Act, Pub. L. 87-165, as amended; 48 CFR 37.104, Personal services contracts; 48 CFR Ch. 7, App. D, Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services.  **Purpose:** This form collects personal information on offerors for USAID personal services contracts and is used to evaluate your qualifications for award of such a contract. This form is only valid with an OMB Number displayed in accordance with 44 USC 3506(c)(1)(B)(iii)(V).  **Routine Uses:** The personal information is used to examine and evaluate your qualifications for award of a specific personal services contract. The personal information is also used to determine the most appropriate offeror for such an award. The information may be shared outside of USAID to confirm your qualifications.  **Disclosure:** Providing personal information is voluntary. However, failure to provide any of the requested information may delay or prevent action on your offer for award of a personal services contract. |
| **Public Burden Statement** |
| We estimate the public reporting burden for this collection is estimated to average sixty (60) minutes per response, including time for reviewing instructions, searching existing data sources, gathering data and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden via e-mail to [pscmailbox@usaid.gov](mailto:pscmailbox@usaid.gov). Do not send offeror forms to this e-mail address; offerors must follow the instructions provided in the solicitation for this contract opportunity. |