



DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
PARKERSBURG, WV 26106-1328

Dear Applicant:

Thank you for your interest in employment with the Bureau of the Fiscal Service. Fiscal Service is an integral part of the Department of the Treasury that manages Treasury's debt finance, accounting operations, collections, payments and Treasury securities. Additionally, we have a large franchise component that provides administrative support services to other Federal agencies on a reimbursable basis. To fulfill our missions, we hire highly qualified people in the areas of management, accounting, finance and human resources. We offer a competitive salary plus an impressive list of benefits such as flexible work schedules, health/life insurance plans, matching 401(k) contributions and many other benefits competitive with other leading organizations.

In order to give your resume further consideration, we need some additional information. Please provide the following, via fax or mail using the attached envelope, **within ten (10) business days**. Failure to submit the required information will remove your application from consideration.

- APPLICATION FOR SPECIAL HIRING AUTHORITIES**, the attached application must be completed and returned.
- ALL undergraduate/graduate transcripts** (copy of **official transcripts**) to verify degrees earned.
- VETERANS**, to be given preference you **must submit** a copy of your **DD-214** Part 4 or other documentation showing dates of service and type of discharge. If you are a 10-point preference eligible, you must also submit the Application for 10-Point Veteran Preference, SF 15, along with required documentation listed on the back of the SF 15 form.
- DISABLED** applicants **must submit** a copy of a certification letter from a state vocational rehabilitation agency, medical doctor, Veterans Administration or other appropriate source detailing the nature and extent of the disability.

Management officials may review your application when there is a job vacancy that corresponds with your qualifications. Your application will be retained in our active referral files for one year from the date of receipt. At the end of one year, your application will be removed from our files unless you update your application package. If you require additional information during this process please feel free to contact our office.

EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY BRANCH
ATTENTION: ERIKA EDGAR, SELECTIVE PLACEMENT PROGRAM COORDINATOR
200 THIRD STREET, ROOM 301, PARKERSBURG, WV 26106-1328
TELEPHONE: (304) 480-8339 | FACSIMILE: (304) 480-6074

You must be a U.S. citizen to work for the Federal Government.
www.fiscal.treasury.gov

UNITED STATES DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
APPLICATION FOR SPECIAL HIRING AUTHORITIES



BUREAU OF THE
Fiscal Service
LEAD. TRANSFORM. DELIVER.

Applicant Name: _____ Date: _____
Last, First, Middle

Source/Career Fair: _____

Graduation Date: _____ Date Available: _____ Overall GPA: _____

School Attended: _____

Degree: _____ Major: _____ Minor: _____

U.S. Citizen: Yes No Veteran: Yes No Disability: Yes No

Positions of Interest (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Business (Finance, Budget, Etc.) | <input type="checkbox"/> Supervision/Management |
| <input type="checkbox"/> Clerical/Administrative Support | <input type="checkbox"/> Procurement |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Wage Grade (Laborer, Maintenance, Etc.) |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Other: |

Desired Location: Parkersburg, WV Washington, DC Birmingham, AL
 Austin, TX Kansas City, MO Philadelphia, PA

Minimum starting grade level or salary (if applicable): GS- _____ \$ _____

NOTICE UNDER THE PRIVACY ACT

The authority for collecting this information is Executive Order 10561, dated September 13, 1954, Federal Personnel Manual, and Title 5 of U.S.C. This information may be used by management officials in selecting potential candidates for employment with the Bureau of the Fiscal Service. The information on this form may be disclosed as generally permitted under the Privacy Act of 1974, as amended, 5. U.S.C. § 552a. The information will be disclosed to management officials, personnel staff related to hiring, and personnel security staff members. Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the applicant from being considered for a position with the Bureau of the Fiscal Service.