

Federal Form OF-612 Instructions  
Optional Application for Federal Employment

**Purpose:**

Although the Federal Government does not require a standard application for US&R positions, certain information is needed to evaluate your qualifications and determine if you meet legal requirements for employment into "Excepted Temporary Federal Volunteer" status for US&R participation. If your resume' or application does not provide all of the information requested, the application process will be delayed and you may lose consideration for team enrollment. Application materials will not be returned, so do not submit original documents that you may need in the future.

**Instructions: Always print legibly or type except where signature is required.**

**Applicant Information – Section A**

Lines 1-3      Leave Blank – Will be filled out by NETF1 administrative staff  
Lines 4-8      Enter this basic personal information. We need all information as complete as possible. Social Security Number is required to process application.

**Work Experience – Sections B & C**

Include current and previous employment history. There are two Sections B and C to enter employer information. List your current employer in Section B and an additional employer in Section C.

Line 1            Enter job title for your current employment  
Line 2            Enter the date you started your work for your current employer  
Line 3            Enter "Present"  
Lines 4-5        Do not enter salary or hours worked info.  
Lines 6-9        Complete as indicated

**NOTE: You must describe your general duties and accomplishments for each job held. This information is mandatory to process your application.**

**Education – Sections D & E**

List highest level of education completed. Enter high school and college information as indicated. We need all information as complete as possible. If no college degree was received, show total of credit hours received in semester or quarter hours.

**Other Qualifications - Sections F & G**

List additional qualifications and/or job related training or skills as indicated. This is important to determine your qualifications. Include copies of certificates and/or professional licenses as supporting documentation. DO NOT send originals.

**General – Section H**

Line 1a. – 1b must be completed. Line 2a – 5b to be completed if applicable.

**Applicant Certification – Section I**

Line 1a-1b      Your signature and date signed.