

# **Census Jobs!**

U.S. DEPARTMENT OF COMMERCE • Economics and Statistics Administration • U.S. CENSUS BUREAU

### The Census Bureau is an Equal Opportunity Employer

### A UNIQUE OPPORTUNITY: EARN MONEY WHILE YOU SERVE YOUR COMMUNITY

The U.S. Census Bureau is offering temporary short-term positions in support of the 2020 Census. While working on the 2020 Census, you will be serving your country and making a difference in your community. Thousands will be hired to ensure that every resident of the United States is counted.

#### **DUTIES**

We need local residents for a variety of opportunities, including interviewing, office administration, and supervision. A large part of these jobs involve dealing with the public. Most of the jobs are in the field, and require you to locate and conduct interviews with neighbors who fail to return their census questionnaire.

The information you collect is confidential and must not be disclosed to anyone who has not sworn to protect Census Bureau information.

#### **TRAINING**

If selected, you will attend a paid training session where you will learn how to complete census forms, how to read census maps and be provided with census interviewing techniques. In most cases, your supervisor will train you, assign and review your work, and answer questions.

#### **WHEN YOU WILL WORK**

MOST jobs will be short term (4 to 8 weeks) and ALL jobs will be temporary. Your actual work hours per week and length of employment are subject to work availability. Your most productive hours will vary based on the type of Census operation. For operations that require contact with the public to complete interviews, your availability to work when people are home is critical. The late afternoon, evening, and weekend hours are the most productive times to work on these operations. For operations that require you to locate and list housing units, your availability to work daylight hours will be critical. You generally will have flexibility to choose which hours to work during these productive time periods.

#### **PAY**

You will be paid for hours worked including time spent in training. Social Security deductions will be taken from your earnings. Federal, state, and local income taxes, where applicable, also will be deducted. For field work, you will be reimbursed for authorized mileage and other expenses incurred while working.

#### **HOW CAN YOU QUALIFY FOR CENSUS WORK?**

- 1. Noncitizens will only be considered for census jobs if qualified citizens are not available, particularly in areas where bilingual ability is a necessary qualification. You must present documentation of employment eligibility. The types of acceptable documentation are listed on the reverse side of this page.
- 2. You must be 18 years or older to be hired.
- 3. You must have a valid Social Security Number.
- 4. Applicants must take a written test of basic skills. The test may be taken in Spanish, upon request, along with an English Proficiency Test.
- 5. Most census jobs require the employee to conduct face-to-face interviews with respondents. This involves visiting respondents in a variety of residence types, asking questions and recording responses.
- **6.** Male applicants born <u>after December 31, 1959, must</u> be registered with the <u>Selective Service System.</u>
- 7. The Census Bureau performs criminal background checks and reviews criminal records (including fingerprinting) as part of assessing applicants' past conduct and suitability for employment.
- **8.** You will not engage in any partisan political activity while on duty.
- **9.** All non-census employment (including law and regulatory enforcement jobs) will be reviewed on a case-by-case basis for compatibility with Census Bureau employment.

For more information, contact:

1-866-861-2010

**CONTINUE** on reverse side

FORM **BC-170D** (6-23-2011)

Instructions to prepare for the testing session are on reverse side.

**DRAFT #8 (06/23/2011)** 

### How do I complete the BC-170D, Census Employment Inquiry?

 Print clearly using a black or blue pen. We cannot accept your form if it is not legible. Print neatly in uppercase. For example



- Follow the instructions provided with every item. If you do not answer all questions fully and correctly, you may delay the processing of your application.
- **3.** Enter one letter or number within each white block or complete the information on the line provided.

Here are a few explanatory notes for some of the items:

#### Page 3

#### **Section A - Applicant Personal Data**

- **3.** Enter your street address followed by your city, county, and state. Enter the *State* postal abbreviation for the state in which you live, for example, MS for Mississippi.
- 7. Enter your telephone number(s) and Mark (X) box(es)
  H home, W work, or C cell
- 9. Enter your Date of Birth. For example, enter July 6, 1952 as follows:

Month		Day			Year				
0	7	0	6		1	9	5	2	

#### Page 4

#### **Section C - Application Data**

- **15.** Enter an (X) in the yes or no response box for: *Are you willing to work in the field?* If you enter "yes" in the response box, you will be considered for positions in the field. These positions include working primarily outside the office environment.
- 16. Enter an (X) in the yes or no response box for: Are you willing to work in the office? If you enter "yes" in the response box, you will be considered for positions in the office. These positions include working primarily within the office environment.
  - By entering a yes for both office and field positions, you will be considered for positions in both those areas.

#### What is the test like?

Each applicant interested in Census Bureau employment must take a written test. One such test is called the Field Employee Selection Aid. It consists of 28 questions designed to measure the knowledge, skills, and abilities, required to perform a variety of census jobs. You will have 30 minutes to complete the multiple choice test. Provided here are some sample questions to help better prepare you for the test. You may also request a practice test to help prepare for the test.

The test is physically accessible to people with disabilities. Requests for reasonable accommodations for persons with disabilities (such as sign language interpretation) should be directed to the contact office and phone number on the front of this form.

#### **Sample Questions**

Review the numbers in Column A to those in Column B. Then answer the question below.

Column A Colum						
75823	85537	87537	73358			
82537	87537	85537	82357			
73358		75823				
hich number in Column A has no match?						

(A) 82537 (C) 97537

(B) 85537 (D) None of the above

ANSWER A

Multiply the numbers below:

1.5 x 6.3

(A) .945 (C) 94.5 (B) 9.45 (D) 945

ANSWER B

#### Can I receive veterans' preference?

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive 5-point veterans' preference, applicants must bring a copy of a completed DD-214, Certificate of Release or Discharge from Active Duty, to the testing site. To receive 10-point veterans' preference, applicants must also bring a completed SF-15, Application for Veterans' Preference, with the appropriate documentation as shown on the reverse of the SF-15.

#### Identification you need to bring to the testing site

**EMPLOYMENT ELIGIBILITY VERIFICATION** – The following types of documentation can be used to prove identity and eligibility requirements for employment. Provide one document from List A or one document from List B and from List C to meet Form I-9 requirements.

#### LIST A – Documents that Establish Both Identity and Employment Eligibility

- 1. U.S. Passport or Passport Card
- 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- **4.** Employment Authorization Document that contains a photograph (Form I-766)
- 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

### LIST B - Documents that Establish Identity

- OR 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  - 2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  - 3. School ID card with a photograph
  - 4. Voter's registration card
  - 5. U.S. Military card or draft record
  - 6. Military dependent's ID card
  - 7. U.S. Coast Guard Merchant Mariner Card
  - 8. Native American tribal document
  - **9.** Driver's license issued by a Canadian government authority

## For persons under age 18 who are unable to present a document listed above:

- 10. School record or report card
- 11. Clinic, doctor, or hospital record
- 12. Day care or nursery school record

#### LIST C - Documents that Establish Employment Eligibility

- **AND** 1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
  - 2. Certificate of Birth Abroad issued by the Department of State (Form FS-545)
  - **3.** Certification of Report of Birth issued by the Department of State (Form DS-1350)
  - 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
  - 5. Native American tribal document
  - 6. U.S. Citizen ID Card (Form I-197)
  - 7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
  - 8. Employment authorization document issued by the Department of Homeland Security

FORM BC-170D (6-23-2011)

FORM <b>BC-1</b> (6-23-2011)	U.S. CENSUS EMPLOYMENT INQ	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU						
Section A – APPLICANT PERSONAL DATA								
1. Socia	I Security Number	8. Sex Mark (X) one box.						
		Female Male						
		9. Date and place of birth						
2. Name Last Na	ame	<b>a. Date of birth</b> Month Day Year						
		Wishin Bay road						
First N	ame MI	b. Place of birth						
I IIST N	ame MI							
		City						
	ence address	State or country						
Street	address or RFD number (Include apartment number, if any)	10. Are you a citizen or national of the United States?						
		Yes No – Are you a lawful permanent resident?						
		Yes – Specify alien No. 7						
City								
		No						
County	/	11. FOR MALES ONLY: If you are a male born after December 31,						
		1959, and you want to be employed by the Federal Government, you must be registered with the Selective Service System.						
State	ZIP Code	Mark (X) one box.  I certify that I <b>am</b> registered.						
		I certify that I <b>am not</b> registered. <i>If not, explain in Item 32.</i>						
	ng address (if different from Item 3) address or RFD number (Include apartment number, if any)	12. Military Service						
Sileer	address of AFD number (include apartment number, if any)	<b>a.</b> Do you claim veterans' preference? Mark (X) one box.  No preference – Skip to Item 13a.						
		Yes – List period(s) of service $\nearrow$						
		Month Year Month Year						
City		ТО						
		Branch, Rank, Awards, Badges, or Campaign medals –						
State	ZIP Code							
		<b>b.</b> Veterans' preference categories? Mark (X) one box.						
5. Inters	secting streets nearest your home	5-point preference – <u>Attach your DD-214 or other proof</u> 10-point preference – <u>Follow instruction below</u>						
		If you claim 10-point preference, you must complete a Standard Form 15, which is available at any Federal Job						
		Information Center. ATTACH THE COMPLETED SF-15 TO THIS APPLICATION, INCLUDE THE PROOF REQUESTED						
6. E-mai	l address	ON THE REVERSE SIDE OF THE SF-15. Indicate the type of 10-point preference you qualify for by marking (X) one of the following:						
7 Tolor	hone number(s) Mark (X)	10-point (disability) pref.						
7. Telep	Area code Number one box	10-point (compensable disability) pref. – less than 30% 10-point (compensable disability) pref. – 30% or more						
Day	(H) (W)	(C) 10-point (compensable disability) pref. – 50% of more 10-point (other) pref. (use when you are a spouse, widow, or mother of a disabled veteran)						
Evening		C. Kind of discharge? Mark (X) one box.						
Other phone		Honorable or general under honorable conditions						
p5110	A. Location B. FIPS C. FIPS	D. Census Tract  D. Census Tract  D. Census Block  F. Test information						
FOR	State County	Non-Supervisory						
OFFICE	Office or LCO	Supervisory						
USE ONLY	G. I-9 List A: List B: List C: H. Veteran's pr							
	Verified &	attached Test date						

Sec	tion A – APPLICANT PERSONAL	DATA –	Con.	19.	Are you now emplo government? - If ye	yed k	y a fe	ederal	state,	, loca	al or t	ribal
13a.	Education – Mark (X) highest education level.				level in Item 32.	o, iriai	care at	110 01 11	ne ana (	currer	n grad	
Some high school – Did not graduate					Yes – Name of age	ency –	<b>→</b>					
	<ul><li>High school diploma/GED</li><li>Technical degree/Trade school degree or cert</li></ul>	tificate		20.	Are you now emplo	wed h	w a la	w enf	orcom	ant s	anenc	v?
	Associate's degree				Yes – Name of age			W CIII	orcein	CIIL C	agenc	<b>y</b> -
	Bachelor's degree Master's degree				No	,						
	Doctoral degree			21.	Do you have super	visory	у ехре	erienc	e?			
b.	Complete when a Technical/Trade schoo an Associate's, Bachelor's, Master's or			Yes – Describe in Item 32. No								
	Doctoral degree is selected in 13a.	Degree (if any)	Year received	22.	Do you receive retirement pay, per	reme	nt or l	nave y her pa	ou eve	r ap	plied 1	for
Name					nonmilitary, federa Government service	l civiĺ						
instituti	on				Yes – Explain in Ite		. [	No				
City				23.	Do any of your relat	ives	work	for the	Censu	ıs Bı	ureau'	?
State of					Include – Father, mothe uncle, aunt, first cousin,	nephe	ew, nied	ce, fath	er-in-law	, mot	her-in-l	law,
countr					brother-in-law, sister-in- stepmother, stepson, ste							
	Section B - RECRUITING SOU	JRCES			and half sister.	,						
14.	How did you hear about census job oppor	rtunities?	?		Yes – Provide loca	ation (c	city and	i state)	and pos	sition.	R	
	Mark (X) one box only.  Poster											
	Community or organization newsletter/newspa	aper/leader			No							
	Job service and information center			24.	Hiring may be base	d in p	art o	n the I	nours y	ou a	re	
	Census Recruiter				"X" in the appropriate	<i>Indicat</i> Sun	e your	availab	ility by p	olacin	g	Sat
	Friend or relative working for Census  Toll-free Census number or job line				box(es) for each day.	Sun	IVION	rues	Wed -	murs	Fri	Sal
	Census job mailing or postcard				Any hours Morning					<u> </u>		
	Friend or relative not working for Census				(8 a.m. – 12 noon)	Ш	Ш		Ш	Ш	Ш	
	Job Fair Newspaper – advertisement			С	■ Afternoon (12 noon – 4 p.m.)							
Newspaper – article				d	Evening (4 p.m. – 9 p.m.)		П			П		
Radio					Census field work will u	usually	requir	e you to	o work e	venir	ngs and	t
☐ Internet/E-Mail ☐ School or college					weekends.							
	Census Job Website				Section D	– LA	NGU	AGE	SKIL	LS		
☐ TV ☐ Brochure/Hand-out				25. Some census jobs require census employees to conduct the census interview by reading and recording responses to questions in a language other than English. The census employee must also be able to convince individuals who speak no English to respond to the interview by explaining								
Other – Specify Z												
		TT		the purpose and importance of the census. <b>Employees will receive</b> Census training, but not language training.								
					Are you fluent enough in	any sp	pecific la	anguage	e to hold	a cor	nversati	ion, to
					easily read and record re that language with individ	esponse duals w	es, as v tho spe	vell as t ak <b>no</b> E	o respon English?	nd to o <i>If so</i> ,	questior <i>please</i>	ns in <i>list the</i>
	Section C – APPLICATION D	ATA			language(s) below and n	nark (X	() to all	that app	oly.			
					Language	(s)			Spe	eak	Read	Write
knocl	field positions require dealing with the pu king on doors to collect personal informat	tion, whic	<b>h</b>							]		
may r swori	not be discussed or shared with anyone ex n Census Bureau employees.	xcept for	•							,	$\neg$	
15.	Are you willing to work in the field, verify address listings and knocking on doors to	ing house	ehold									
	information?	o conect			Section E -	TR	ANSF	PORT	ATIO	N		
	Yes No			26a	Indicate the type(s) use – Mark (X) ALL th	) of tr	anspo	ortatio	n avai	lable	for y	our
Most office positions involve working with computers.					Automobile	ιαι αμμ	vy.					
16.	Are you willing to work in the office? (The limited number of these jobs available.)	ere are a			4-Wheel Drive							
	Yes No				Airplane Boat							
17.	Do you have computer or data entry expe	erience?			ATV (All terrain veh	nicle)						
☐ Yes ☐ No					Other - Describe -	<b></b>						
18.	Have you ever worked on previous censu	ıs operati	ions?	la.	None None	al ala	ant "					
	Yes No			D.	Do you have a valid	a arıv	ers li	cense	er			

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Section F – BACKGROUND INFORMATION							
Answ	er questions 27 through 31 below. Read each statement carefully before responding.		Mark (X	) one			
	When answering questions 27 through 29 you may omit: 1) traffic fines of \$300 or less; 2) an of law committed before your 16th birthday, 3) any violation of law committed before your 18th birthday it decided in juvenile court or under a Youth Offender law, 4) any conviction set aside under the Federal Your Corrections Act or similar state law, and 5) any conviction for which the record was expunged under Fed state law. <b>NOTE:</b> You must include convictions resulting from a plea of nolo contendere (no contest).	f finally outh					
	Important note about questions 27, 28, 29 and 30. We will consider the date, facts, and circums event you list. In most cases you can still be considered for Federal jobs. However, if you fail to tell the trufall relevant events, this failure may be grounds for not hiring you, for firing you after you begin work, or for prosecution [18 U.S.C. 1001]. If "YES," use Item 32 to provide the date, explanation of the violation, place and the name and address of the police department or court involved.	th or fail to list criminal					
	During the past 10 years, have you been convicted, been imprisoned, been on probation parole? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YE to provide the date, explanation of the violation, place of occurrence, and the name and address of the polar court involved.	S," use item 32	Yes	□ No			
28.	Have you been convicted by a <b>military court-martial in the past 10 years?</b> If no military service, a ff "YES," use Item 32 to provide the date, explanation of the violation, place of occurrence, and the name of the military authority or court involved.	answer "NO." and address	Yes	☐ No			
29.	Are you <b>now</b> under charges for <b>any</b> violation of law? If "YES," use Item 32 to provide the date, explanativiolation, place of occurrence, and the name and address of the police department or court involved.	on of the	Yes	☐ No			
	During the past <b>5 years</b> , have you been <b>fired from any job</b> for any reason, did you quit <b>after being that you would be fired,</b> or did you leave any job by mutual agreement because of specific problems, were you debarred from Federal employment by the Office of Personnel Management or any other Federa agency? If "YES," use Item 32 to write for each job a) the name and address of the employer; b) the approximate date you left the job, and c) an explanation of the problem and the reason for leaving.	or	☐ Yes	□ No			
31.	Are you <b>delinquent</b> on any Federal debt? (Include delinquencies arising from Federal taxes, Ioans, over benefits, and other debts to the U.S. Government <b>plus</b> defaults on Federally guaranteed or insured loans student and home mortgage loans.) If "YES," use Item 32 to provide the type, length, and amount of the odefault, and steps that you are taking to correct the error or repay the debt.	such as	Yes	□ No			
32.	EXPLANATIONS OR ANSWERS TO QUESTIONS 1 THROUGH 31 – Attach additional listi	ng if needed.					
	Section G – PRIVACY ACT STATEMENT						
	Solicitation of this information is authorized by section 23 of title 13, U.S. Code, which authorizes temporary Bureau. The information will be used primarily to determine your qualifications for employment and may be sources asked to comment on your qualifications, e.g., educational institutions, former employers, and law court during legal proceedings.	used also to ide enforcement age	ntify you to oth encies, or to a				
	We must have your Social Security Number (SSN) to keep our records straight because other people may have the same name and birth date.  The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The furnishing of all the information is voluntary, but failure to provide any part or all of the data requested will result in your receiving no further consideration for employment.						
	Public reporting burden for this collection of information is estimated to average 15 minutes per response, i instructions, searching existing data sources, gathering and maintaining the data needed, and completing a information. Send comments regarding this burden estimate or any other aspect of this collection of information this burden, to: Paperwork Project 0607-0139, U.S. Census Bureau, 4600 Silver Hill Road, Washi E-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0139" as the subject.	and reviewing the ation, including s	e collection of uggestions for	ay			
	The eight digit OMB control number on the first page of this form confirms our authority to collect this inform	nation.					
	Section H – SIGNATURE, CERTIFICATION, AND RELEASE OF	INFORMA	TION				
	YOU MUST SIGN THIS APPLICATION IN DARK INK. Read the following carefully before you sign. A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).						
	I understand that any information I give may be investigated as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.						
Signatu	re	1	Date signed				
Print na	ame						

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