

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?

- 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** (7-3-2012)

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

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:

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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.

Colu	mn A	Colun	Column B					
75823	85537	87537	73358					
82537	87537	85537	82357					
73358		75823						
high number in Column A has no match?								

Which 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)
- 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 (7-3-2012)

FORM BC-170D (7-3-2012) U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS EMPLOYMENT INQUIRY U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU								
Section A – APPLICANT PERSONAL DATA								
1. Social Security Number	9. Date and place of birth a. Date of birth Month Day Year							
Last Name	b. Place of birth City State or country 10. Are you a citizen or national of the United States? Yes No – Are you a lawful permanent resident? Yes – Specify alien No. No – Provide country of citizenship No – Provide country of citizenship No – Provide country of citizenship State or country 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. Mark (X) one box. I certify that I am registered.							
Street address or RFD number (Include apartment number, if any) City State ZIP Code Intersecting streets nearest your home	1 certify that I am not registered. If not, explain in Item 32. 12. Military Service a. Do you claim veterans' preference? Mark (X) one box. No preference – Skip to Item 13a. Yes – List period(s) of service Month Year TO Branch, Rank, Awards, Badges, or Campaign medals – b. Veterans' preference categories? Mark (X) one box. 5-point preference – Attach your DD-214 or other proof 10-point preference – Follow instruction below							
7. Telephone number(s) Area code Number (H) (W) (C) Day Evening Other phone 8. Sex Mark (X) one box. Female Male A. Location B. FIPS C. FIPS D. Area code Number (H) (W) (C) Day B. Sex Mark (X) one box. B. FIPS C. FIPS D. Area code Number (H) (W) (C) Day A. Location B. FIPS C. FIPS D. Area code Number (H) (W) (C) Day A. Location B. FIPS C. FIPS D. Area code Number (H) (W) (C) Day A. Location B. FIPS C. FIPS D. Area code Number (H) (W) (C) Day A. Location B. FIPS C. FIPS D. Area code Number (H) (W) (C) Day A. Location B. FIPS C. FIPS D. Area code Number (H) (W) (C) Day A. Location	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 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: 10-point (disability) pref. 10-point (compensable disability) pref. – less than 30% 10-point (compensable disability) pref. – 30% or more 10-point (other) pref. (use when you are a spouse, widow, or mother of a disabled veteran) C. Kind of discharge? Mark (X) one box. Honorable or general under honorable conditions Other – Explain in Item 32. Census Tract E. Census Block F. Test information							
FOR OFFICE USE ONLY G. I-9 Code Code County County County County County County County County County Verified & atta	I. Language code(s) Test Non-Supervisory Supervisory Raw score Test Test							

Section A – APPLICANT PERSONAL DATA – Con.			Con.	19.	19. Are you now employed by a federal, state, loca government? – If yes, indicate date of hire and current.							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 –	→					
	High school diploma/GEDTechnical degree/Trade school degree or cert	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	y -
	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			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, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather,								
countr					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				box(es) for each day.	Sun	IVION	rues	Wed -	murs	Fri	Sai
Toll-free Census number or job line 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 requir							
Other – Specify Z				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								
				the purpose and importance of the census. Employees will receive 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 no 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	h]		
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 experience?					ATV (All terrain veh	nicle)						
Yes No					Other - Describe -							
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			

FORM BC-170D (7-3-2012)

	Section F - BACKGROUND INFORMATION								
Answe	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) any violation of law committed before your 16th birthday, 3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, 4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and 5) any conviction for which the record was expunged under Federal or state law. NOTE: You must include convictions resulting from a plea of nolo contendere (no contest).								
6 6	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 truital 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							
ļ	During the last 7 years, have you been convicted, been imprisoned, been on probation of 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					
	Have you been convicted by a military court-martial in the past 7 years? If no military service, an "YES," use Item 32 to provide the date, explanation of the violation, place of occurrence, and the name at the military authority or court involved.	nswer "NO." If nd address of	☐ Yes	☐ No					
29.	Are you currently under charges for any violation of law? If "YES," use Item 32 to provide the date, exp the violation, place of occurrence, and the name and address of the police department or court involved.	olanation of	Yes	☐ No					
	During the past 5 years , have you been fired from any job for any reason, did you quit after being that you would be fired, 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					
	Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, over benefits, and other debts to the U.S. Government plus 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	ntify you to oth	er					
	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, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0139, U.S. Census Bureau, 4600 Silver Hill Road, Washington, DC 20233-1500. You may E-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0139" as the subject.								
	The eight digit OMB control number on the first page of this form confirms our authority to collect this information.								
Section H – SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION									
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	[Date signed						
Print na	nme								

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