

# 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

In the near future, the U.S. Census Bureau will conduct a special census in this area. Your community has requested it and will incur the cost. Local residents will be needed to work as census takers. Census takers visit households and collect a few facts about each member such as name, age, relationship to the householder, etc.

#### WHY A SPECIAL CENSUS?

Local governments consider up-to-date population information beneficial to residents to determine the allocation of state funds to communities, improved ability to plan for schools, better transportation, and for many other purposes. Unless a special census is taken to provide a more recent population figure, the 2010 census count is used. Your community may benefit from this updated official population count

#### **TRAINING**

Before you go to work, you will attend a training session where you will learn the use of census forms and census techniques such as interviewing and map reading. In most cases, your supervisor will train you, assign and review your work, and answer questions.

#### PAY

You will be paid for actual hours of work including time spent in training. You will get specific information about pay from the census supervisor.

#### **DUTIES**

When you have successfully completed your training, you will be given several neighborhood blocks called "Assignment Areas". Normally, your first assignment will be the area in which you live. You will be provided a map of each Assignment Area and the necessary census forms and materials to do the job. Most of the jobs are in the field, and require you to locate and interview households and record information about the residents. When you accept your appointment, you assume an obligation to stay with the job until your assignment is completed.

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

#### **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 may be hired if you are 18 years or older. If you are under 18 and a function of the job is to drive, then you cannot be hired. (Those ages 16 and 17 may be hired for positions not involving driving so long as they meet state and local employment requirements.)
- 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.
- 10. Applicants must be available to work days, evenings, and weekends. Since not all people will be home during the day, you will have to visit some homes during the evening and on the weekends. This will usually be no later than 9:00 p.m. You generally will have flexibility to choose which hours to work during these productive time periods.

For more information, contact:	

**CONTINUE** on reverse side

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

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

## How do I complete the BC-170B, 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



- 2. 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**

- 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				Ye	ear			
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 guestion below.

Colu	mn A	Colun	ın B
75823	85537	87537	73358
82537	87537	85537	82357
73358		75823	
hich num	ber in Column	A has no match?	

(A) 82537 (C) 97537

(B) 85537 (D) None of the above

ANSW

ANSWER A

Multiply the numbers below:

1.5 x 6.3

W

(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-170B (6-23-2011)

	м <b>ВС-1</b> 1 i-2011)	U.S. CENSUS EMPLOYMENT INQU	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU U.S. CENSUS BUREAU
		Section A - APPLI	ICANT PERSONAL DATA
1.	Social	Security Number	8. Sex Mark (X) one box.  Female Male
			9. Date and place of birth
2.	<b>Name</b> Last Na	ame	<b>a. Date of birth</b> Month Day Year
	First Na	ame MI	b. Place of birth
			City
3.	Reside	ence address	
<u> </u>		address or RFD number (Include apartment number, if any)	State or country  10. Are you a citizen or national of the United States?
			Yes
			No – <b>Are you a lawful permanent resident?</b> Yes – <i>Specify alien No.</i> ✓
	City		Tes opechy anen No.
	Ė		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 am registered.
			I certify that I <b>am not</b> registered. If not, explain in Item 32.
4.		ng address (if different from Item 3) address or RFD number (Include apartment number, if any)	<b>12. Military Service a. Do you claim veterans' preference?</b> <i>Mark (X) one box.</i>
			No preference – Skip to Item 13a.
			Yes – List period(s) of service
	City		Month Year Month Year  To
	City		Branch, Rank, Awards, Badges, or Campaign medals –
	State	ZIP Code	
	П		<b>b.</b> Veterans' preference categories? Mark (X) one box.
5.	Inters	ecting streets nearest your home	5-point preference – <u>Attach your DD-214 or other proof</u>
			I0-point preference – Follow instruction below  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-mail	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	Talant	hara asserbarda)	10-point (disability) pref.
<b>/</b> ·	_	hone number(s)     Mark (X)       Area code     Number       one box	10-point (compensable disability) pref. – less than 30% 10-point (compensable disability) pref. – 30% or more
Da	<b>,</b>	(H) (W) (C	10-point (other) pref. (use when you are a spouse, widow, or mother of a disabled veteran)
Eve	ening		C. Kind of discharge? Mark (X) one box.
Oth pho			Honorable or general under honorable conditions Other – <i>Explain in Item 32</i> .
			D. Census Tract E. Census Block F. Test information
FO		Office or LCO	Non-Supervisory Supervisory
US		G. I-9 List A: List B: List C: H. Veteran's pro	Raw Raw
ON	ILY	Code Verified & a	Test

Sec	ction A – APPLICANT PERSONAL	DATA –	Con.	19.	Are you now emplo government? - If ye	yed b	y a fe	ederal	state	, loca	al or tr	ribal
13a.	<b>Education –</b> Mark (X) highest education level.				level in Item 32.	s, iriui	cale u	ale oi ii	iie aiiu	currer	ii yraue	7
	Some high school – Did not graduate				Yes – Name of age	ency —	<b>&gt;</b>					
	High school diploma/GED Technical degree/Trade school degree or cer	tificato		20	No							
	Associate's degree	illoato		20.	Are you now emplo			w enf	orcem	ent a	gency	y?
	Bachelor's degree				Yes – Name of age	ency —	>					
	Master's degree  Doctoral degree			21.		visorv	/ expe	erienc	e?			
b.	Complete when a Technical/Trade school	ol program	٦.		Yes – Describe in	_		No				
	an Associate's, Bachelor's, Master's or Doctoral degree is selected in 13a.	Degree	Year	22.	Do you receive reti	remei	nt or l	nave y	ou eve	er apı	plied f	or
Name		(if any)	received		retirement pay, per nonmilitary, federal	ision, I civil	or ot	her pa	y base	ed on	)	
institut	on				Yes – Explain in Ite			No				
City				23.	Do any of your relat	ives v	work 1	for the	Cens	us Bı	ıreau?	
State	or				Include – Father, mothe uncle, aunt, first cousin,	nephe	w, nied	ce, fath	ėr-in-lav	v, moti	her-in-la	aw,
countr	y				brother-in-law, sister-in-l stepmother, stepson, ste							
	Section B – RECRUITING SOL	JRCES			and half sister.							
14.	How did you hear about census job oppo	rtunities?			Yes – Provide loca	ition (c	ity and	l state)	and po	sition.	<b>Z</b>	
	Mark (X) one box <b>only.</b> Poster											
	Community or organization newsletter/newsp	aper/leader			No							
	Federal, state, tribal employment office/ Job service and information center			24.	Hiring may be base	d in p	art o	n the I	ours v	vou a	re	
	Census Recruiter				available to work. In "X" in the appropriate	ndicate	e your	availab	ility by	placin	g	
	Friend or relative working for Census				box(es) for each day.	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	Toll-free Census number or job line Census job mailing or postcard				■ Any hours	Ш	Ш	Ш		Ш		Ш
	Friend or relative not working for Census			b	■ Morning (8 a.m. – 12 noon)							
Job Fair		С	Afternoon							П		
	Newspaper – advertisement Newspaper – article			d	(12 noon – 4 p.m.) ■ Evening					_		
	Radio				(4 p.m. – 9 p.m.)	!!						
	Internet/E-Mail				Census field work will u weekends.	ısualiy	requir	e you to	) work (	evenin	gs and	
	School or college Census Job Website				Section D	– LA	NGU	AGE	SKIL	LS		
	TV			25.	Some census jobs requir	e cens	us emr	olovees	to condi	uct the	census	;
Brochure/Hand-out					interview by reading and other than English. The o	record	ing res	ponses	to ques	tions ir	n a lang	uage
	Other – Specify				individuals who speak no	<b>Englis</b>	sh to re	spond to	the int	erview	by exp	laining
					the purpose and important Census training, but	not la	angua	ge trai	ning.			
		1 1			Are you fluent enough in easily read and record re	sponse	es. as v	vell as t	o respoi	nd to a	uestion	s in
		1 1			that language with individual language(s) below and m	duals w nark (X	tho spe	ak <b>no</b> E that app	English? oly.	If so,	please	list the
	Section C – APPLICATION D	ATA			Language(	(s)	,		Spe	eak l	Read	Write
Most	field positions require dealing with the puking on doors to collect personal informate	ublic and	h									
may i	not be discussed or shared with anyone e n Census Bureau employees.								$\dashv$ $_{\vdash}$	_		
	Are you willing to work in the field, verify	ing house	ehold							_	$\sqcup$	Ш
	address listings and knocking on doors tinformation?	o collect			Section E -	TR/	ANSF	PORT	ATIC	N		
	Yes No			26a	Indicate the type(s)	) of tr	anspo	ortatio	n ava	ilable	for y	our
Most	office positions involve working with con	nputers.			use - Mark (X) ALL th	at app	oly.					
16.	Are you willing to work in the office? (Th	ere are a			Automobile 4-Wheel Drive							
	Iimited number of these jobs available.)  Yes  No				Airplane							
17.		- wie 0			Boat	.:						
17.		erience?			ATV (All terrain veh	,						
40	Yes No				None None							
18.		us operati	ions?	b.	Do you have a valid	d driv	er's li	cense	?			
	Yes No				Vos No							

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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 if 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 federal w. <b>NOTE:</b> You must include convictions resulting from a plea of nolo contendere (no contest).	f finally outh						
	<b>Important note about questions 27, 28, 29 and 30.</b> 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 trutt all 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.	n 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		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 federal 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, loans, overp benefits, and other debts to the U.S. Government <b>plus</b> defaults on federally guaranteed or insured loans and home mortgage loans.) If "YES," use Item 32 to provide the type, length, and amount of the delinquent and steps that you are taking to correct the error or repay the debt.	such as studen	t 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	entify you to othe	r				
	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 th ation, including	e collection of suggestions for	,				
	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	F INFORMA	ATION					
	YOU MUST SIGN THIS APPLICATION IN DARK INK. Read the following carefully before you spart of your application may be grounds for not hiring you, or for firing you after you begin we punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).			у				
	I understand that any information I give may be investigated as allowed by law or Presidenti release of information about my ability and fitness for federal employment by employers, sci agencies and other individuals and organizations, to investigators, personnel staffing special employees of the Federal Government. I certify that, to the best of my knowledge and belief correct, complete, and made in good faith.	hools, law enf alists, and oth	orcement er authorized	ıe,				
Signatu	re		Date signed					
Print na	ame							

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