

TN NATIONAL GUARD APPLICATION FORMAT (TNHR 58)

- Review the list of openings, decide which jobs you are interested in, and follow the instructions given.
- You may apply for most jobs with a resume, TN National Guard Application Format or any other written format you choose.
- For jobs that are unique or filled through automated procedures, you will be given special forms to complete.

WHAT TO INCLUDE

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualification and determine if you meet legal requirements for Federal employment. Resumes may be submitted, however, the information listed below must be included. If your resume or application does not provide all the information requested in the job vacancy announcement and in this flyer, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. Type or print clearly in dark ink.

ORIGINAL SIGNATURE REQUIRED.

JOB INFORMATION

- Announcement number, and title and grade(s) of the job for which you are applying

PERSONAL INFORMATION

- Full name, mailing address (with ZIP Code) and day and evening phone numbers (with area code)
- Social Security Number
- Country of citizenship (Most Federal jobs require US citizenship)
- Reinstatement eligibility (if requested, attach SF 50 proof of your career or career-conditional status)
- Highest Federal civilian grade Held (Also give job series and date held)

EDUCATION

- High School
 - Name, city, and State (ZIP Code if known)
 - Date of diploma or GED
- Colleges and universities
 - Name, city, and State (ZIP Code if known)
 - Majors
 - Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours) Send copy of your college transcript only if the job vacancy announcement request it.

WORK EXPERIENCE

- Give the following information for your paid and unpaid work experience related to the job for which you are applying. (Do not send job descriptions)
 - Job Title (include series and grade if Federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (Months and year)

Hours per week
Salary

- Indicate if we may contact your current supervisor

OTHER QUALIFICATION

- Job-related training courses (title and year)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested)
- AFSC/MOS held and qualified for.

IMPORTANT INFORMATION

- **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

PRIVACY AND PUBLIC BURDEN STATEMENTS

- This office rates applicants in accordance with pertinent laws and NGB regulations. We need the information requested in this brochure and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service etc.
- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight, other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you.
- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

Send your application to AGTN-HR, 3041 Sidco Drive, Nashville, TN 37204-1502

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.