



# U.S. Office of Personnel Management Occupational Questionnaire – OPM Form 1203-FX

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## Instructions:

The Occupational Questionnaire OPM Form 1203-FX is a scan form to be used by applicants when applying for employment. This cover sheet provides the instructions for completing the OPM Form 1203-FX, and information on the Privacy Act and Public Burden Statements. The instructions will be repeated in case this cover sheet becomes separated. The scan form itself is made up of six pages total. When submitting the completed OPM Form 1203-FX, **do not** include this cover page.

**Follow the instructions on the vacancy announcement to complete the attached form.**

- For optimum accuracy, it is recommended that characters be written in block style.
  - Do not write on or outside the boxes.
  - Do not use special characters.
  - PRINT your responses in the boxes, lines, and/or blacken in the appropriate ovals.
  - Use black ink. Do not staple this form.
  - You may obtain an electronic copy of this form on <http://www.opm.gov/forms>.
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## Privacy Act Statement

The U.S. Office of Personnel Management (OPM) and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. Section 1104 of title 5 allows the OPM to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you put on this form to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal government.

We must have your Social Security Number (SSN) to identify your records because other people may have the same name and birthdate. The OPM may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. We request your SSN under the authority of Public Law 104-134 (April 26, 1996). This law requires that any person doing business with the Federal government furnish an SSN or tax identification number. This is an amendment to title 31, Section 7701.

The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you. Information we have about you may also be given to Federal, State and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job. Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request. In addition, incomplete addresses and Zip Code(s) will slow processing.

We may confirm information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals.

## Public Burden Statement

We estimate the public reporting burden for this collection will vary from 20 to 45 minutes with an average of 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to: U.S. Office of Personnel Management (OPM), OPM Forms Officer (3206-0040), Washington, DC 20415-7900. The OMB number, 3206-0040, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed. **Do not send completed application forms to this address.** Follow directions provided in the vacancy announcement(s).