Optional Form 306
September 1994
U.S. Office of Personnel Management

# Declaration for Federal Employment

Form Approved:
O.M.B. No. 3206-0182
NSN 7540-01-368-7775
50306-101

## GENERAL INFORMATION

1 FULL NAME ▶

2 SOCIAL SECURITY NUMBER ▶

3 PLACE OF BIRTH *(Include City and State or Country)* ▶

4 DATE OF BIRTH *(MM/DD/YY)* ▶

5 OTHER NAMES EVER USED *(For example, maiden name, nickname, etc.)* ▶ ▶

6 PHONE NUMBERS *(Include Area Codes)*
DAY ▶
NIGHT ▶

## MILITARY SERVICE

| | Yes | No |
|---|---|---|
| 7 Have you served in the United States Military Service? *If your only active duty was training in the Reserves or National Guard, answer "NO".* | | |

If you answered "YES", list the branch, dates (MM/DD/YY), and type of discharge for all active duty military service.

| BRANCH | FROM | TO | TYPE OF DISCHARGE |
|---|---|---|---|
| | | | |

## BACKGROUND INFORMATION

**For all questions**, provide all additional requested information under item 15 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

**For questions 8, 9, and 10**, your answers should include convictions resulting from a plea of nolo contendere *(no contest)*, but 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 whose record was expunged under Federal or State law.

| | Yes | No |
|---|---|---|
| 8 During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) *If "Yes", use item 15 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* | | |
| 9 Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "NO".) *If "Yes", use item 15 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.* | | |
| 10 Are you now under charges for any violation of law? *If "Yes", use item 15 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* | | |
| 11 During the last 5 years, were you fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management? *If "Yes", use item 15 to provide the date, an explanation of the problem and reason for leaving, and the employer's name and address.* | | |
| 12 Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "Yes", use item 15 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.* | | |

## ADDITIONAL QUESTIONS

| | Yes | No |
|---|---|---|
| 13 Do any of your relatives work for the agency or organization to which you are submitting this form? (Includes father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) *If "Yes", use item 15 to provide the name, relationship, and the Department, Agency, or Branch of the Armed Forces for which your relative works.* | | |
| 14 Do you receive, or have you ever applied for, retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service? | | |