United States Census Bureau

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. 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?

1. 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 after December 31, 1959, must be registered with the Selective Service System.
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:

Deb Schober, MS, SPHR
Director of Human Resources
City of Woodstock
121 W. Calhoun Street
Woodstock, IL 60098
(815) 338-1172
dschober@woodstockil.gov

CONTINUE on reverse side

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

How do I complete the BC-170B, Census Employment Inquiry?

1. Print clearly using a black or blue pen. We cannot accept your form if it is not legible. Print neatly in uppercase. For example → A B C
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:

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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

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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.

Column A		Column B	
75823	85537	87537	73358
82537	87537	85537	82357
73358		75823	

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)*
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

OR

LIST B – Documents that Establish Identity

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

AND

LIST C – Documents that Establish Employment Eligibility

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

NOTE – THE ACCURACY OF YOUR STATEMENTS WILL BE VERIFIED.

OMB No. 0607-0139

FORM **BC-170B**
(11-27-2012)

U.S. CENSUS EMPLOYMENT INQUIRY

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Job Announcement No.

Section A APPLICANT PERSONAL DATA

1. Social Security Number

2. Name
Last Name
First Name MI

3. Residence address
Street address or RFD number *(Include apartment number, if any)*
City
County
State ZIP Code

4. Mailing address *(if different from Item 3)*
Street address or RFD number *(Include apartment number, if any)*
City
State ZIP Code

5. Intersecting streets nearest your home

6. E-mail address

7. Telephone number(s) *Mark (X) one box*

	Area code	Number	(H)	(W)	(C)
Day			☐	☐	☐
Evening			☐	☐	☐
Other phone			☐	☐	☐

8. Sex *Mark (X) one box.*
☐ Female ☐ Male

9. Date and place of birth

a. Date of birth
Month Day Year

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*

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.
☐ I 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** Month Year
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*
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.*

FOR OFFICE USE ONLY

A. Location Office or LCO	B. FIPS State	C. FIPS County	D. Census Tract	E. Census Block	F. Test information
					☐ Non-Supervisory ☐ Supervisory

G. I-9 Code	List A:	List B:	List C:	H. Veteran's proof	I. Language code(s)	Raw score	Test date
				☐ Verified & attached			

Section A – APPLICANT PERSONAL DATA – Con.

13a. Education – *Mark (X) highest education level.*

- ☐ Some high school – Did not graduate
- ☐ High school diploma/GED
- ☐ Technical degree/Trade school degree or certificate
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctoral degree

b. Complete when a Technical/Trade school program, an Associate's, Bachelor's, Master's or Doctoral degree is selected in 13a.

		Degree (if any)	Year received
Name of institution			
City			
State or country			

Section B – RECRUITING SOURCES

14. How did you hear about census job opportunities? *Mark (X) one box* ***only.***

- ☐ Poster
- ☐ Community or organization newsletter/newspaper/leader
- ☐ Federal, state, tribal employment office/ Job service and information center
- ☐ Census Recruiter
- ☐ Friend or relative working for Census
- ☐ Toll-free Census number or job line
- ☐ Census job mailing or postcard
- ☐ Friend or relative not working for Census
- ☐ Job Fair
- ☐ Newspaper – advertisement
- ☐ Newspaper – article
- ☐ Radio
- ☐ Internet/E-Mail
- ☐ School or college
- ☐ Census Job Website
- ☐ TV
- ☐ Brochure/Hand-out
- ☐ Other – *Specify*

Section C – APPLICATION DATA

Most field positions require dealing with the public and knocking on doors to collect personal information, which may not be discussed or shared with anyone except for sworn Census Bureau employees.

15. Are you willing to work in the field, verifying household address listings and knocking on doors to collect information?

☐ Yes ☐ No

Most office positions involve working with computers.

16. Are you willing to work in the office? (There are a limited number of these jobs available.)

☐ Yes ☐ No

17. Do you have computer or data entry experience?

☐ Yes ☐ No

18. Have you ever worked on previous census operations?

☐ Yes ☐ No

19. Are you now employed by a federal, state, local or tribal government? – *If yes, indicate date of hire and current grade level in Item 32.*

☐ Yes – *Name of agency* →

☐ No

20. Are you now employed by a law enforcement agency?

☐ Yes – *Name of agency* →

☐ No

21. Do you have supervisory experience?

☐ Yes – *Describe in Item 32.* ☐ No

22. Do you receive retirement or have you ever applied for retirement pay, pension, or other pay based on nonmilitary, federal civilian, or District of Columbia Government service?

☐ Yes – *Explain in Item 32.* ☐ No

23. Do any of your relatives work for the Census Bureau? *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, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.*

☐ Yes – *Provide location (city and state) and position.*

☐ No

24. Hiring may be based in part on the hours you are available to work. *Indicate your availability by placing "X" in the appropriate box(es) for each day.*

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
a. Any hours	☐	☐	☐	☐	☐	☐	☐
b. Morning (8 a.m. – 12 noon)	☐	☐	☐	☐	☐	☐	☐
c. Afternoon (12 noon – 4 p.m.)	☐	☐	☐	☐	☐	☐	☐
d. Evening (4 p.m. – 9 p.m.)	☐	☐	☐	☐	☐	☐	☐

Census field work will usually require you to work evenings and weekends.

Section D – LANGUAGE SKILLS

25. Some census jobs require census employees to conduct the census 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 specific language to hold a conversation, to easily read and record responses, as well as to respond to questions in that language with individuals who speak **no** English? *If so, please list the language(s) below and mark (X) to all that apply.*

Language(s)	Speak	Read	Write
	☐	☐	☐
	☐	☐	☐

Section E – TRANSPORTATION

26a. Indicate the type(s) of transportation available for your use – *Mark (X)* ***ALL*** *that apply.*

- ☐ Automobile
- ☐ 4-Wheel Drive
- ☐ Airplane
- ☐ Boat
- ☐ ATV (All terrain vehicle)
- ☐ Other – *Describe* →
- ☐ None

b. Do you have a valid driver's license?

☐ Yes ☐ No

Section F – BACKGROUND INFORMATION

Answer 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).

Important note about questions 27, 28, 29 and 30. We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for federal jobs. However, if you fail to tell the truth or fail to list all relevant events, this failure may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution [18 U.S.C. 1001]. *If "YES," use Item 32 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.*

27. During the last 7 years, have you been convicted, been imprisoned, been on probation or been on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES," use item 32 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ Yes ☐ No

28. Have you been convicted by a **military court-martial in the past 7 years?** *If no military service, answer "NO." If "YES," use Item 32 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.* ☐ Yes ☐ No

29. Are you **currently** under charges for **any** violation of law? *If "YES," use Item 32 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ Yes ☐ No

30. During the past **5 years**, have you been **fired from any job** for any reason, did you quit **after being told that you would be fired,** or 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 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.* ☐ Yes ☐ No

31. Are you **delinquent** on any federal debt? *(Include delinquencies arising from federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government **plus** defaults on federally guaranteed or insured loans such as student and home mortgage loans.) If "YES," use Item 32 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.* ☐ Yes ☐ No

32. EXPLANATIONS OR ANSWERS TO QUESTIONS 1 THROUGH 31 – *Attach additional listing 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 appointments in the Census Bureau. The information will be used primarily to determine your qualifications for employment and may be used also to identify you to other sources asked to comment on your qualifications, e.g., educational institutions, former employers, and law enforcement agencies, or to a court during legal proceedings.

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.

Signature	Date signed
Print name	

Clear Fields | Print Form | Save Form As