

This worksheet for the Motor Vehicle Operator (MVO) and Tractor Trailer Operator (TTO) positions in the U.S. Postal Service is provided to assist you in completing the assessment part of your employment application. It is recommended that you fill out this worksheet and use it as a guide when completing your assessment. **You can only complete your assessment on the Internet at www.usps.com/employment or on a Touch Tone Phone by calling 1-866-999-8777 (TTY 1-800-800-8776) and following the prompts.** You will need the Announcement Number for the MVO/TTO opening for which you wish to apply when completing your assessment. You can only apply once per Announcement Number. Duplicate applications will not be accepted.

Section A: Biographical Information

We will need your Social Security Number to maintain your records. The information requested will be kept confidential and handled in accordance with the Privacy Act. Information regarding the Pivacy Act is provided at the end of this worksheet and will also be available when you complete your assessment on the Internet or by Touch Tone Phone.

Announcement Number: *

Social Security Number: *

First Name: *

Middle Initial: *

Last Name: *

Street Address: *

ZIP Code: *

Telephone Number (Including Area Code):

Email Address:

** Required Information*

Section B. Driving Experience

Please enter your reponses in whole numbers only (for example: 0, 1, 2, 3, etc.).

1. How many drug, alcohol or other controlled substance driving offenses have you been convicted of in the past 5 years?
2. How many hit and run convictions have you had in the last 5 years?
3. How many convictions for reckless or careless driving have you had in the past 5 years?
4. How many fatal accidents have you been involved in that were judged to be your fault?
5. How many times in the last 3 years has your passenger driver's license/CDL been suspended?
6. How many times in the last 5 years has your passenger driver's license/CDL been revoked?
7. Within the last 5 years, how many accidents are on your driving record that were judged to be your fault?
8. How many traffic/driving offenses (moving violations) have you had in the past 3 years?
9. How many traffic/driving offenses (moving violations) have you had in the last year?
10. How many years of driving experience have you had with passenger cars or larger vehicles?

- 11. How many months of full-time experience do you have driving a 7 or more ton truck, tractor trailer, or 16 or more passenger bus?
- 12. Within the past 7 years, how many months of full-time experience do you have driving a 7 or more ton truck, tractor trailer, or a 16 or more passenger bus?
- 13. How many months of full-time experience do you have driving a tractor trailer?
- 14. Within the past 7 years, how many months of full-time experience do you have driving a tractor trailer?

Section C. Veterans' Preference Status

The U.S. Postal Service is a federal agency and complies with the Veterans' Preference Act which permits 5 or 10 points to be added to a qualifying score or 70 or better. Not all military veterans are entitled to veterans' preference.

- 1. Are you claiming veterans' preference points? Yes No *(If no, proceed to Section D)*
- 2. How many veterans' preference points are you claiming, 5 or 10? *(Enter 5 or 10)*
- 3. Do you have a compensable service-connected disability rated 30% or more? Yes No
- 4. Do you have a compensable service-connected disability rated at least 10% but less than 30%? Yes No
- 5. Do you claim 10 points (a) due to award of a Purple Heart or (b) based on being a widow/widower, spouse or mother of a disabled veteran? Yes No

Section D. Gender and Race/National Origin

The U.S. Postal Service wants to make sure that its part in the recruitment and hiring of Postal employees is fair to everyone. To do this we need your answers to two questions. These responses are entirely voluntary and have no bearing on your selection for a job. The first question asks you to identify your sex. The second question asks you to identify your race and national origin. If you are of mixed race and/or national origin, indicate the category with which you most closely identify yourself. Again, your responses are voluntary and have no bearing on your selection. We appreciate your cooperation.

The information requested will be kept confidential and handled in accordance with the Privacy Act. Information regarding the Privacy Act is provided at the end of this worksheet and will also be available when you complete your assesment on the Internet or by Touch Tone Phone.

(1) Gender:

- Male
- Female
- None Selected

(2) Race/National Origin:

The definition of each Race/National Origin category is provided below:

- American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, and maintaining cultural indentification through community recognition or tribal affiliations.
- Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, and Vietnam.
- Black, not of Hispanic Origin:** A person having origins in any of the black racial groups of Africa. Does not include person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
- White, not of Hispanic Origin:** A person having origins in any of the peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Also includes persons not included in other categories.
- None Selected

Section E. Privacy Act Information

Privacy Act Statement: Collection of the information answering the questions relating to your name, address, telephone number, and social security number is authorized by Title 39 of the United States Code. This information will be used to determine your qualifications for Postal Service employment. As a routine use, this information may be disclosed to an appropriate government agency for law enforcement purposes; in a legal proceeding in which the Postal Service is a party or has an interest; to a government agency in order to obtain information pertinent to a Postal Service or other government agency decision concerning employment suitability investigations, security clearances, benefits or the like; to an authorized employee of the following agencies: the Equal Employment Opportunity Commission, the Merit Systems Protection Board, the Office of Management and Budget, and the Office of Special Counsel for proceedings or investigations involving matters within their jurisdiction; and to a labor organization as required by the National Labor Relations Act. Completion of the questions asking for your name, address, telephone number, and social security number are voluntary; however, if you do not provide this information, you may not receive full consideration for a position.

Computer Matching: Limited information may be disclosed to a federal, state, or local government agency administering benefits or other programs. The information will be used to verify an individual's initial or continuing eligibility for a benefits program, indebtedness to a benefits program, or compliance with the requirements of a benefits program. Information may also be disclosed to determine whether applicants for postal employment have complied with the Military Selective Service Act.

Privacy Act Statement, Sex, Race, and National Origin: The collection of the sex, race, and national origin information is authorized by 42 U.S.C. 2000e-16; 29 C.F.R. Part 1614. The information requested is intended solely for use in connection with the Postal Service's commitment to equal employment opportunity. Its purpose is to evaluate the effectiveness of the Postal Service's efforts in promoting its equal employment opportunity policy and in identifying and eliminating barriers which impede that policy. **Your responses are entirely voluntary and will have no bearing on your selection for a position.** The information gathered here shall be kept confidential except that: aggregate statistics generated from this information may be used to manage, evaluate, and report on equal employment opportunity and associated programs; and government officials investigating compliance with laws and regulations relating to employment discrimination based upon race, color, sex, or national origin shall receive information upon their request. Any other disclosure shall only be made as required by federal law.

IMPORTANT!

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OR ON A TOUCH TONE PHONE BY CALLING 1-866-999-8777 (TTY 1-800-800-8776).**