



Postal Inspector Application

Publication 168
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The mission of the United States Postal Inspection Service is to protect the U.S. Postal Service, its employees and its customers from criminal attack, and protect the nation's mail system from criminal misuse.



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Requirements for U.S. Postal Inspectors

U.S. Postal Inspectors are federal law enforcement officers. Postal Inspectors have investigative jurisdiction in all criminal matters involving the integrity and security of the U.S. Postal Service.

Postal Inspectors investigate criminal, civil, and administrative violations of postal laws and are responsible for protecting the revenue and assets of the Postal Service. Inspectors are required to carry firearms, make arrests, testify in court, serve subpoenas, and write comprehensive reports. They must operate motor vehicles and may undergo moderate to arduous physical exertion under unusual environmental conditions. It is essential that Inspectors be in sound physical condition and be capable of performing vigorous physical activities on a sustained basis. The activities may require Inspectors to perform the following: climb ladders; work long and irregular hours; occupy cramped or crowded spaces for extended periods of time; exert physical force in the arrest, search, pursuit, and restraint of another person; and protect themselves and others from imminent danger.

The duties of the position require the ability to communicate with people from all walks of life, be proficient with firearms, have skills in self-defense, and have the ability to exercise good judgment. Inspectors may be relocated according to the needs of the Service.

The recruitment process is extremely thorough, and there is intense competition for relatively few positions. The recruitment and selection process must be completed prior to the applicant's 37th birthday.

This position is exempt from the Fair Labor Standards Act (FLSA) and does not qualify for overtime compensation. Postal Inspector salaries are based on the Inspection Service Law Enforcement (ISLE) pay system. The ISLE pay grades and steps correspond to the General Schedule (GS) pay scale for law enforcement officers.

Selection procedures include the following:

- Completion of this application.
- Written examination, including a business writing test and the 620 Entry Examination (cognitive abilities).
- Language proficiency test, if applicable.
- Completion of the *Comprehensive Application Packet*.
- Assessment Center evaluation of knowledge, skills, and abilities.
- Medical examination.
- Polygraph examination.
- Background suitability investigation.
- Management interview.
- Drug screening.
- Residential basic training program at Potomac, Maryland.
- Six-month probation period for nonpostal and nonfederal law enforcement applicants.



Recruiting Standards

Applicants must be U.S. citizens between 21 and 36 years of age and meet all the General Requirements to apply for the position of U.S. Postal Inspector. The Postal Inspection Service is currently seeking individuals who meet the General Requirements, as well as at least one of the Special Requirements, listed below. Applications that do not contain one of the Special Requirements will be kept on file for two years and then purged. If an applicant's skills change during the two-year period, the applicant should contact the Postal Inspection Service.

General Requirements

Applicants must meet the requirements below and undergo a full medical suitability exam to determine fitness to perform the duties of a Postal Inspector, including, but not limited to, the following:

- A conferred, four-year degree from an accredited college or university.
- Binocular vision must test 20/40 (Snellen) without corrective lens. Uncorrected vision must test at least 20/100 in each eye. Each eye must be corrected to 20/20, with good color identification and discrimination, depth perception, and normal peripheral vision. Radial keratotomy or orthokeratology are not acceptable.
- Hearing loss, as measured by an audiometer, must not exceed 30 decibels (A.S.A. or equivalent I.S.O.) in either ear in the 500, 1,000, and 2,000 Hz ranges. The applicant must have the ability to perceive normal speech discrimination.
- In good physical condition (weight proportional to height) and possessing emotional and mental stability. Manual dexterity with comparatively free motion of fingers, wrists, elbows, shoulders, hips, and knee joints. Arms, hands, legs, and feet must be sufficiently intact and functioning in order to perform duties satisfactorily.
- No felony convictions (felony charges may also render applicant ineligible).
- No misdemeanor conviction of domestic violence (other misdemeanor charges or convictions may also render applicant ineligible).
- A current, valid state driver's license, held for at least two years.
- Ability to demonstrate these attributes, as measured by the Assessment Center:
 - Write and speak English clearly.
 - Schedule and complete activities in a logical, timely sequence.
 - Comprehend and execute instructions written and spoken in English.
 - Think clearly and comprehend verbal and nonverbal information.
 - Interact with others to obtain or exchange information or services.
 - Perceive or identify relevant details and associate them with other facts.

Special Requirements

Language Skills

Applicants seeking to enter the recruitment process under the language skills track must have advanced competency in a foreign language deemed as needed by the Postal Inspection Service to meet its investigative mission. The current list is as follows:

Arabic	Armenian	Cambodian	Cantonese
Czech	Dutch	Egyptian	Farsi (Persian)
French Creole	German	Greek (modern)	Haitian
Hebrew	Hindi	Hmong	Indonesian
Italian	Japanese	Korean	Lao
Mandarin	Norwegian	Polish	Portuguese
Punjabi	Russian	Serbo-Croatian	Slovak
Spanish	Swahili	Swedish	Tagalog
Thai	Turkish	Ukrainian	Urdu
Vietnamese			

Applicants must pass a formal proficiency test administered by a contractor of the Postal Inspection Service. In addition to the language requirement, applicants in this track must have one year of full-time work experience with the same company or firm within two years of the date of their application.

Specialized Postal Experience

Applicants entering through the specialized postal experience track must be currently employed by the U.S. Postal Service and have at least one year of full-time work experience in one of the postal functional areas designated as critical to the needs of the Postal Inspection Service. Currently, critical needs exist in the following areas:

- Business Mail Entry
- Computer Analysis
- EEO Investigation
- Finance/Budget/Revenue Assurance
- Industrial Engineering
- Information/Computer/LAN Systems
- In-Plant Support
- Labor Relations/Workplace Intervention
- Media Relations
- Operations Support
- Safety/Health/Security/Injury Compensation

In addition, Postal Service supervisors in any functional area (including acting supervisors) with at least one year of supervisory experience will also be eligible under this entry track. A letter from the applicant's immediate supervisor must verify that the applicant has been a supervisor for at least one year. Also, Postal Inspection Service employees and/or contract employees with one year of full-time work experience with the Postal Inspection Service would qualify under this skill track.

Specialized Nonpostal Experience

Applicants seeking consideration under the specialized nonpostal skill track must have experience in one of the areas of expertise designated as critical to the needs of the Postal Inspection Service. The areas are as follows:

Law degree. Candidates must have a Juris Doctorate degree and one year of full-time work experience with the same company or firm within two years of the date of their application.

Certifications in auditing or investigations. Candidates with certifications in accounting, such as Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), and Certified Information Systems Auditor (CISA), or investigative certifications in protection, security, or fraud examination, such as Certified Protection Professional (CPP) and Certified Fraud Examiner (CFE), are accepted under this skill track. Applicants in this track must have one year of full-time work experience with the same company or firm within two years of the date of their application. Applicants must also provide proof of certification.

Specialized computer education. Candidates with a four-year degree in one of the following fields: computer science, computer engineering, telecommunications, management information systems, electronic commerce, decision and information science, or computer information systems. Applicants in this track must have one year of full-time work experience with the same company or firm within two years of the date of their application.

Specialized computer expertise. Candidates who are currently employed (and have been employed for at least one year) in a position(s) specializing in one of the following: computer forensics, Internet investigations, Internet security, network security, or information systems security. Applicants in this track must have one year of full-time work experience with the same company or firm within two years of the date of their application.

Certifications in computer systems. Candidates with one of the following certifications and one year of work experience with the same firm within two years of the date of their application: Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional + Internet (MCP+I), Cisco Certified Network Professional (CCNP), Certified Novell Engineer (CNE), A+ Certified Computer Technician, Certified Information Systems Security Professional (CISSP), Linux certification, or Sun Systems Certified Administrator.

Law enforcement. Candidates with at least one year of full-time work experience, within the last two years, in the law enforcement field. This includes detectives, criminalists, and polygraph examiners; and patrol, probation, correction, and parole officers. This track excludes clerical or other technical support personnel. Applicants must provide examples of the type of work conducted.

Diversified Experience

To increase competitiveness and acquire a more diversified candidate pool, applicants may enter the recruitment process along a fourth track, which combines higher education and work experience, including:

- Bachelor's degree (B.A. or B.S. in any field) plus two years of full-time work experience.
- Advanced degree (M.A., M.S., or Ph.D. in any field) plus one year of full-time work experience.

Applicants entering the recruitment process under the diversified experience entry track must have completed at least one year of full-time work experience with the same company or firm within two years of the date of their application. This includes all U.S. Postal Service employees who have a four-year degree and meet the required minimum work experience.

Privacy Act Statement. The collection of this information is authorized by 39 USC 401 1001. This information may be used to assist in determining your qualification for an appointment. As a routine use, this information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; and to a labor organization as required by the National Labor Relations Act. Completion of this form is voluntary; however, if this information is not provided, you may not receive full consideration for a position.

All qualified candidates will be considered for employment without regard to race, religion, color, national origin, sex, age, or mental or physical disability.

The law (39 USC 1002) prohibits political and certain other recommendations for appointments, promotions, assignments, transfers, or designations of persons in the Postal Service.

The answers I have provided are accurate to the best of my knowledge.

Applicant's Signature

Date

How did you learn of career opportunities with the U.S. Postal Inspection Service?

If your initial contact was with an Inspection Service employee, list the employee's name and work location:

U.S. Postal Inspection Service Drug Policy

The U.S. Postal Inspection Service is firmly committed to a drug-free society and workplace. The unlawful use of drugs by Inspection Service employees is not tolerated, and those who apply for employment with the Inspection Service and illegally use drugs are considered unsuitable for employment. While we do not condone prior unlawful drug use by applicants, we realize some otherwise qualified applicants may have illegally used drugs at some point in their past.

The following policy sets forth criteria for determining whether applicants' prior illegal use of drugs renders them unsuitable for employment. The policy balances the needs of the Inspection Service to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission with the desirability of affording employment opportunities to the broadest segment of society, consistent with those needs.

Criteria

- Applicants who have illegally used drugs while in a law enforcement or prosecutorial position with a high level of responsibility or public trust are considered unsuitable for employment.
- Applicants who have deliberately misrepresented their drug history in their application are considered unsuitable for employment.
- Applicants who have illegally sold a drug for profit are considered unsuitable for employment.
- Applicants who have illegally used any drug (other than cannabis*) within the past 10 years are considered unsuitable for employment, absent compelling, mitigating circumstances. Applicants are also considered unsuitable if they illegally used drugs other than cannabis on five or more occasions during their lifetime.
- Applicants who have used cannabis within the past three years or since the age of 24 are considered unsuitable for employment absent compelling mitigating circumstances. Applicants are also considered unsuitable if they have used cannabis on 15 or more times during their lifetime.

* The various forms of cannabis include marijuana, hashish, hash oil, and tetrahydrocannabinol (THC).

I fully understand the need for the U.S. Postal Inspection Service Drug Policy, and I am in compliance with the stated Drug Policy.

Applicant's Signature

Date

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Self-Appraisal of Second-Language Proficiency

Applicants must complete this form **ONLY** if claiming a second-language proficiency, as listed under the Special Requirements section.

<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Mr./Ms.</i>
<i>Date of Birth</i>	<i>Social Security Number</i>	<i>Home Telephone Number</i>	

1. Which second language do you speak? _____
 What is your country of birth? _____

2. How and where did you learn this language? (Circle all correct answers.)
- | | | | | | | |
|-------------|---------|----------|--------|------------|-----|----|
| High School | College | Resident | Native | Self-Study | YES | NO |
|-------------|---------|----------|--------|------------|-----|----|
3. Can you use a minimum of 30 words in appropriate contexts (not just counting or reciting the days of the week)? YES NO
 4. Can you tell someone how to get to the nearest hotel, restaurant, or Post Office? YES NO
 5. Can you ask and tell the time of day, day of the week, and date? YES NO
 6. Can you order a simple meal? YES NO
 7. Can you negotiate for a hotel room or taxi ride at a reasonable price? YES NO
 8. Can you buy an item of clothing or a bus or train ticket? YES NO
 9. Can you understand and respond correctly to questions about your nationality, marital status, occupation, date, and place of birth, etc.? YES NO
 10. Can you make social introductions and use appropriate leave-taking expressions? YES NO
 11. Can you use the language well enough to assist someone who doesn't know the language in coping with situations or problems referred to in items 4 through 10, above? YES NO
 12. Can you describe your present or most recent job or activity in some detail? YES NO
 13. Can you give detailed information about your family, house, or today's weather? YES NO
 14. Can you give and take simple messages over the phone? YES NO
 15. Can you hire an employee or arrange for special services (taking care of such details as salary, qualifications, hours, and specific duties)? YES NO
 16. Can you give a brief autobiography and describe immediate plans and hopes? YES NO
 17. Can you describe the geography of the United States or a familiar location? YES NO
 18. Can you describe the purpose or function of the organization you represent? YES NO

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- | | YES | NO |
|--|--------------------------|--------------------------|
| 19. Do you feel confident understanding native speakers on topics like those under items 12 through 18, and do they understand you (linguistically) at least 80 percent of the time? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Can you use the language well enough to assist someone else who doesn't know the language in coping with situations or problems in items 12 through 18? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Can you speak to educated native speakers on a professional subject and be sure you are communicating what you want to, without obviously amusing or irritating them linguistically? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Can you listen, take notes, and summarize accurately a speech or an informal discussion in your area of special interests, heard on the radio or over a public address system? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Can you cope with such trying linguistic situations as broken-down plumbing, an undeserved traffic ticket, or a serious social blunder made by you or a colleague? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Can you follow a connected discourse on a nontechnical subject, e.g., a panel discussion on the status of women? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Can you serve as an informal interpreter on subjects mentioned in items 21 through 24? | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Are there grammatical features of the language that you try to avoid? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Do you sometimes find yourself in the middle of a sentence you cannot finish due to linguistic limitations (grammar or vocabulary)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Do you find it difficult to follow and contribute to a conversation among native speakers who try to include you in their talk? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are you afraid you will misunderstand information given to you over the telephone? | <input type="checkbox"/> | <input type="checkbox"/> |

The answers I have given are accurate to the best of my knowledge. I understand I may also be required to complete a language proficiency test.

Applicant's Signature

Date



Application for Employment
 The US Postal Service is an Equal Opportunity Employer
 (Shaded Areas for Postal Service Use Only)

Rated Application			Veteran preference has been verified through proof that the separation was under honorable conditions, and other proof as required. (See Section D below.)	Check One: <input type="checkbox"/> 10 pts. CPS <input type="checkbox"/> 10 pts. CP <input type="checkbox"/> 10 pts. XP <input type="checkbox"/> 5 pts. TP
Rated For	Rating	Date Rcvd.		
		Time Rcvd.	Type of Proof Submitted & Date Issued	
Signature & Date			Verifier's Signature, Title & Date	

A. General Information

1. Name (First, MI, Last)		2. Social Security No. (SSN)	3. Home Telephone ()
4. Mailing Address (No., Street, City, State, ZIP Code)		5. Date of Birth	6. Work Telephone ()
		7. Place of Birth (City & State or City & Country)	
8. Kind of Job Applied for and Postal Facility Name & Location (City & State)	9. Will You Accept: Temporary/Casual (Noncareer) Work? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. When Will You Be Available?	11. Are You Willing to Travel? (Complete only if you are applying for an executive or professional position.) <input type="checkbox"/> Yes <input type="checkbox"/> No

B. Educational History

1. Name and Location (City & State) of Last High School Attended		2. Are You a High School Graduate? Answer "Yes" if you expect to graduate within the next 9 months, or you have an official equivalency certificate of graduation. <input type="checkbox"/> Yes - Month & Year: <input type="checkbox"/> No - Highest Grade Completed:				
3a. Name and Location of College or University (City, State, and ZIP Code if known. If you expect to graduate within 9 months, give month and year you expect degree.)	Dates Attended		No. of Credits Completed		Type Degree (BA, etc.)	Year of Degree
	From	To	Semester Hrs.	Quarter Hrs.		
3b. Chief Undergraduate College Subjects	Semester Hrs. Completed	Quarter Hrs. Completed	3c. Chief Graduate College Subjects		Semester Hrs. Completed	Quarter Hrs. Completed

4. Major Field of Study at Highest Level of College Work

5. Other Schools or Training (For example, trade, vocational, armed forces, or business. Give for each: Name, City, State, and ZIP Code, if known, of school; dates attended; subjects studied; number of classroom hours of instruction per week; certificates; and any other pertinent information.)

6. Honors, Awards, and Fellowships Received

7. Special Qualifications and Skills (Licenses; skills with machines, patents or inventions; publications - do not submit copies unless requested; public speaking; memberships in professional or scientific societies; typing or shorthand speed, etc.)

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Name (First, M, Last)	Social Security No.	Date
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C. Work History

(Start with your present position and go back for 10 years or to your 16th birthday, whichever is later. You may include volunteer work. Account for periods of unemployment in separate blocks in order. Include military service. Use blank sheets if you need more space. Include your name, SSN, and date on each sheet.)

May the US Postal Service ask your present employer about your character, qualifications, and employment record? A "No" will not affect your consideration for employment opportunities. Yes No

1.	Dates of Employment (Month & Year) From _____ To Present	Grade If Postal, Federal Service or Military	Starting Salary/Earnings \$ _____ per
	Exact Position Title _____ Average Hours per Week _____	Number and Kind of Employees Supervised	Present Salary/Earnings \$ _____ per
Name of Employer and Complete Mailing Address		Kind of Business (Manufacturing, etc.)	Place of Employment (City & State)
		Name of Supervisor	Telephone No. (If known) ()

Reason for Wanting to Leave

Description of Duties, Responsibilities, and Accomplishments

2.	Dates of Employment (Month & Year) From _____ To _____	Grade If Postal, Federal Service or Military	Starting Salary/Earnings \$ _____ per
	Exact Position Title _____ Average Hours per Week _____	Number and Kind of Employees Supervised	Present Salary/Earnings \$ _____ per
Name of Employer and Complete Mailing Address		Kind of Business (Manufacturing, etc.)	Place of Employment (City & State)
		Name of Supervisor	Telephone No. (If known) ()

Reason for Leaving

Description of Duties, Responsibilities, and Accomplishments

3.	Dates of Employment (Month & Year) From _____ To _____	Grade If Postal, Federal Service or Military	Starting Salary/Earnings \$ _____ per
	Exact Position Title _____ Average Hours per Week _____	Number and Kind of Employees Supervised	Present Salary/Earnings \$ _____ per
Name of Employer and Complete Mailing Address		Kind of Business (Manufacturing, etc.)	Place of Employment (City & State)
		Name of Supervisor	Telephone No. (If known) ()

Reason for Leaving

Description of Duties, Responsibilities, and Accomplishments

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Name (First, M., Last)		Social Security No.	Date
4.	Dates of Employment (Month & Year) From _____ To _____	Grade if Postal, Federal Service or Military	Starting Salary/Earnings \$ _____ per _____
	Exact Position Title _____ Average Hours per Week _____	Number and Kind of Employees Supervised	Present Salary/Earnings \$ _____ per _____
Name of Employer and Complete Mailing Address		Kind of Business (Manufacturing, etc.)	Place of Employment (City & State)
		Name of Supervisor	Telephone No. (if known) ()
Reason for Leaving			
Description of Duties, Responsibilities, and Accomplishments			

D. Veteran Preference (Answer all parts. If a part does not apply, answer "No".)

	Yes	No
1. Have you ever served on active duty in the US military service? (Exclude tours of active duty for training as a reservist or guardsman.)		
2. Have you ever been discharged from the armed service under other than honorable conditions? You may omit any such discharge changed to honorable by a Discharge Review Board or similar authority. (If "Yes," give details in Section F.)		
3. Do you claim 5-point preference based on active duty in the armed forces? (If "Yes," you will be required to furnish records to support your claim.)		
4. Do you claim a 10-point preference? If "Yes," check type of preference claimed and attach Standard Form 15, Claim for 10-Point Veteran Preference, together with proof called for in that form.		
<input type="checkbox"/> Compensable Disability (Less than 30%) <input type="checkbox"/> Compensable Disability (30% or more) <input type="checkbox"/> Non-Compensable Disability (includes Receipt of the Purple Heart) <input type="checkbox"/> Wife/Husband <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Mother <input type="checkbox"/> Other:		

5. List for All Military Service: (Enter N/A if not applicable)

Date (From - To)	Serial/Service Number	Branch of Service	Type of Discharge

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITICAL AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

Privacy Act Statement: The collection of this information is authorized by 39 USC 401 and 1001. This information will be used to determine your qualifications and suitability for USPS employment. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1613; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; and to a labor organization as required by the National Labor Relations Act. Completion of this form is voluntary; however, if this information is not provided, you may not receive full consideration for a position.

COMPUTER MATCHING: Limited information may be disclosed to a federal, state, or local government administering benefits or other programs pursuant to statute for the purpose of conducting computer matching programs under the Act. These programs include, but are not limited to, matches performed to verify an individual's initial or continuing eligibility for, indebtedness to, or compliance with requirements of a benefit program.

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Name (First, MI, Last)	Social Security No.	Date
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E. Other Information		Yes	No
1. Are you one of the following: a United States citizen, a permanent resident alien, a citizen of American Samoa or any other territory owing allegiance to the United States?			
2. RESERVED FOR OFFICIAL USE			
3. RESERVED FOR OFFICIAL USE			
If you answer "Yes" to question 4 and/or 5, give details in Section F below. Give the name, address (including ZIP Code) of employer, approximate date, and reasons in each case.	4. Have you ever been fired from any job for any reason?		
	5. Have you ever quit a job after being notified that you would be fired?		
6. Do you receive or have you applied for retirement pay, pension, or other compensation based upon military, postal, or federal civilian service? (If you answer "Yes," give details in Section F.)			
7a. Have you ever been convicted of a crime or are you now under charges for any offense against the Law? You may omit: (1) any charges that were dismissed or resulted in acquittal; (2) any conviction that has been set aside, vacated, annulled, expunged, or sealed; (3) any offense that was finally adjudicated in a juvenile court or juvenile delinquency proceeding; and (4) any charges that resulted only in a conviction of a non-criminal offense. All felony and misdemeanor convictions and all convictions in state and federal courts are criminal convictions and must be disclosed. Disclosure of such convictions is required even if you did not spend any time in jail and/or were not required to pay a fine.			
7b. While in the military service were you ever convicted by special or general court martial? If you answer "Yes" to question 7a and/or 7b, give details in Section F. Show for each offense: (1) Date of conviction; (2) Charge convicted of; (3) Court and location; (4) Action taken. Note: A conviction does not automatically mean that you cannot be appointed. What you were convicted of, and how long ago, are important. Give all of the facts so that a decision can be made.			
8. Are you a former Postal Service or Federal Employee not now employed by the US Government? If you answer "Yes," give in Section F, name of employing agency(ies), position title(s), and date(s) employed.			
9. Does the US Postal Service employ any relative of yours by blood or marriage? Postal officials may not appoint any of their relatives or recommend them for appointment in the Postal Service. Any relative who is appointed in violation of this restriction can not be paid. Thus it is necessary to have information about your relatives who are working for the USPS. These include: mother, father, daughter, son, sister, brother, aunt, uncle, first cousin, niece, nephew, wife, husband, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepdaughter, stepson, stepsister, stepbrother, half sister, and half brother. If you answer "Yes" to question 9, give in section F for such relatives: (1) Full name; (2) Present address and ZIP Code; (3) Relationship; (4) Position title; (5) Name and location of postal installation where employed.			
10. Are you now dependent on or a user of ANY addictive or hallucinogenic drug, including amphetamines, barbiturates, heroin, morphine, cocaine, mescaline, LSD, STP, hashish, marijuana, or methadone, other than for medical treatment under the supervision of a doctor?			

F. Use This Space for Detailed Answers (Use blank sheets if you need more space. Include your name, SSN, and date on each sheet.)

G. Certification		Enter number of additional sheets you have attached as part of this application:
I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are in good faith.	Signature of Applicant	Date Signed

Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or processes that you are seeking. Solicitation of the SSN by the USPS is authorized under provisions of Executive Order 9397, dated November 22, 1943. The information gathered through the use of the number will be used only as necessary in authorized personnel administration processes.

A false or dishonest answer to any question in this application may be grounds for not employing you or for dismissing you after you begin work, and may be punishable by fine or imprisonment. (US Code, Title 18, Sec. 1001). All information you give will be considered in reviewing your application and is subject to investigation.

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**After completing this booklet, date and sign it on pages 6, 7, 10 (if applicable), and 17.
Mail the booklet to:**

U.S. POSTAL INSPECTION SERVICE
OFFICE OF RECRUITMENT
CAREER DEVELOPMENT DIVISION
9600 NEWBRIDGE DRIVE
POTOMAC MARYLAND 20854-4436

For questions, call (301) 983-7400, FAX (301) 983-7372, or visit our Web site at
www.usps.com/postalinspectors

U.S. Postal Inspection Service Divisions

Florida Division

3400 Lakeside Dr 6th Fl
Miramar FL 33027-3242
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Gulf Coast Division

PO Box 1276
Houston TX 77251-1276
(713) 238-4400
Fax: (713) 238-4460

Michiana Division

PO Box 330119
Detroit MI 48232-6119
(313) 226-8184
Fax: (313) 226-8220

Mid-Atlantic Division

PO Box 3000
Charlotte NC 28228-3000
(704) 329-9120
Fax: (704) 357-0039

Midwest Division

1106 Walnut St
St Louis MO 63199-2201
(314) 539-9300
Fax: (314) 539-9306

New York Metro Division

PO Box 555
New York NY 10116-0555
(212) 330-3844
Fax: (212) 330-2720

North Jersey/ Caribbean Division

PO Box 509
Newark NJ 07101-0509
(973) 693-5400
Fax: (973) 645-0600

Northeast Division

495 Summer St Ste 600
Boston MA 02210-2114
(617) 556-4400
FAX: (617) 556-0400

Northern California Division

PO Box 882528
San Francisco CA 94188-2528
(415) 778-5800
Fax: (415) 778-5822

Northern Illinois Division

433 W Harrison St Room 50190
Chicago IL 60669-2201
(312) 983-7900
Fax: (312) 983-6300

Northwest Division

PO Box 400
Seattle WA 98111-4000
(206) 442-6300
Fax: (206) 442-6304

Philadelphia Metro Division

PO Box 7500
Philadelphia PA 19101-9000
(215) 895-8450
Fax: (215) 895-8470

Rocky Mountain Division

1745 Stout St Ste 900
Denver CO 80202-3034
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Southeast Division

PO Box 16489
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Southern California Division

PO Box 2000
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Southwest Division

PO Box 162929
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Washington Metro Division

PO Box 96096
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Western Allegheny Division

1001 California Ave Room 2101
Pittsburgh PA 15290-9000
(412) 359-7900
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