

WORK EXPERIENCE *If you have no work experience, write "NONE" in A below and go to 25 on page 3.*

23 May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. *If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first . . .*

YES	N
-----	---

24 READ WORK EXPERIENCE IN THE INSTRUCTIONS BEFORE YOU BEGIN.

- Describe your current or most recent job in Block **A** and work backwards, describing each job you held during the past 10 years. If you were unemployed for longer than 3 months within the past 10 years, list the dates and your address(es) in an experience block.
- You may sum up in one block work that you did **more than 10 years ago**. But if that work is related to the type of job you are applying for, describe each related job in a separate block.
- INCLUDE VOLUNTEER WORK (*non-paid work*)-**If the work** (or a part of the work) is like the job you are applying for, complete all parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other organizations.

- INCLUDE MILITARY SERVICE-You should complete **all** parts of the experience block just as you would for a non-military job, including all supervisory experience. Describe each major change of duties or responsibility in a separate experience block.
- IF YOU NEED MORE SPACE TO DESCRIBE A JOB-Use sheets of paper the same size as this page (be sure to include all information we ask for in A and B below). On each sheet show your name social security number, and announcement number or job title.
- IF YOU NEED MORE EXPERIENCE BLOCKS, use the SF 171-A or a sheet c paper.
- IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS), use the SF 172 or sheet of paper as described above.

A Name and address of employer's organization (<i>include ZIP Code, if known</i>)	Dates employed (<i>give month, day and year</i>)		Average number of hours per week	Number of employees you supervise
	From:	To:	Your reason for wanting to leave	
Salary or earnings				
Starting \$	per			
Ending \$		per		
Your immediate supervisor Name	Area Code	Telephone Number	Exact title of your job	
			If Federal employment (<i>civilian or military</i>) list series, grade rank, and, if promoted in this job, the date of your last promotion	

Description of Work: Describe your specific duties, responsibilities and accomplishments in this job, **including** the job title(s) of any employees you supervise. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, e

B Name and address of employer's organization (<i>include ZIP Code, if known</i>)	Dates employed (<i>give month, day and year</i>)		Average number of hours per week	Number of employees you supervise
	From:	To:	Your reason for wanting to leave	
Salary or earnings				
Starting \$	per			
Ending \$		per		
Your immediate supervisor Name	Area Code	Telephone Number	Exact title of your job	
			If Federal employment (<i>civilian or military</i>) list series, grade rank, and, if promoted in this job, the date of your last promotion	

Description of Work: Describe your specific duties, responsibilities and accomplishments in this job, **including** the job title(s) of any employees you supervise. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

IF YOU NEED MORE EXPERIENCE BLOCKS, USE SF 171-A (*SEE BACK OF INSTRUCTION PAGE*).

Page 2