

Standard Form 172 - Amendment to Application for Federal Employment - SF 171

Read the following instructions before you complete this application. Type or print clearly in dark ink.

You may use this form to update your Application for Federal Employment (SF 171) if you have had 2 or fewer new jobs since you completed your last SF 171. You must submit a new SF 171 if you have previously updated your application or have three or more new jobs. Federal agencies must accept your previously completed SF 171 as current when this form or a signed photocopy is attached.

GENERAL INFORMATION

<p>1 Reason for updating SF 171 (Check one)</p> <p><input type="checkbox"/> To update my SF 171 for _____ <small>(Indicate position title or announcement number)</small></p> <p><input type="checkbox"/> To update SF 171 in my Official Personnel Folder</p> <p><input type="checkbox"/> To update attached SF 171. <input type="checkbox"/> As requested.</p>	<p>3 Birth date (Month, Day, Year) _____ Social Security Numt _____</p> <p>5 What is the lowest pay or grade you will accept</p> <p>Pay \$ _____ per _____ OR Grade _____</p>
<p>2 Name (Last, First, Middle) _____</p> <p>Street address or RFD number (include apartment number, if any) _____</p> <p>City _____ State _____ ZIP Code _____</p>	<p>6 Name on SF 171 being amended, if different from 2 _____</p> <p>7 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.....</p> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; float: right; margin-top: 5px;">YES</div>

WORK EXPERIENCE If you have no new work experience, write "NONE" in A below and go to 9 on page

8 Describe your current or most recent job or volunteer experience in Block A and work backwards, describing up to 2 periods of experience not on your SF 171. If you were **unemployed** for longer than **3 months**, list the dates and your address(es) at that time in **10**.

A Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month and year)	Average number of hours per week
	From: _____ To: _____	
	Salary or earnings	Place of employment
	Starting \$ _____ Per _____	
	Ending \$ _____ Per _____	
Exact title of your job	Name of immediate supervisor _____ Area Code _____ Telephone Number _____	Number and titles of employees you su
Kind of business or organization (manufacturing, accounting, social service, etc.)	If Federal employment (civilian or military), list: series, grade or rank, and the date of your last promotion	Your reason for wanting to leave

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. If you describe more than one type of work (for example, carpent and painting or personnel and budget), write the approximate percentage of time you spent doing each.

B Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month and year) From: _____ To: _____		Average number of hours per week
	Salary or earnings Starting \$ _____ Per _____ Ending \$ _____ Per _____		Place of employment
Exact title of your job	Name of immediate supervisor	Area Code Telephone Number	Number and titles of employees you supervise
Kind of business or organization (manufacturing, accounting, social service, etc.)	If Federal employment (civilian or military), list: series, grade or rank, and the date of your last promotion		Your reason for wanting to leave

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. 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, etc.)

OTHER CHANGES OR ADDITIONS AND ADDITIONAL SPACE

9 Does any other information on your SF 171 need updating (for example, telephone number, education, or special skills.....)

Yes Provide updated information in 10.
No Go to 11 and 12.

10 Write the number to which each answer applies. If you need more space, use sheets of paper the same size as this page. On each sheet write your name and Social Security Number. Attach all sheets to this form.

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION For Privacy Act Statement See SF

YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign. A false statement on any part of your application or this amendment 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** statements on my SF 171 and SF 172 are correct, complete, and made in good faith.

11 Signature (*Sign in dark ink*)

12 Date Signed (*Month, day, year*)