



UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
WASHINGTON, D.C. 20549

**Application for Excepted Service Appointments
with the U.S. Securities and Exchange Commission**

OFFICE OF
HUMAN RESOURCES

Instructions: Please complete Part A: General Information, Part B: Required Documentation and Part C: Certification. Once complete, please return the application package to the appropriate point of contact.

PART A: GENERAL INFORMATION

Application Date: _____

APPLICANT INFORMATION			
First Name:		Last Name:	
Email Address:		Phone:	
BASIC REQUIREMENT <small>Please note* If selected, official transcripts will be required for series with a positive education requirement.</small>			
Do you possess a degree (BA, BS, MA, MS, PhD, etc)			Yes No
Major/Area of Study:			
VETERAN'S PREFERENCE <small>Please include your veteran's preference documentation with your application.</small>			
Do you claim veteran's preference			Yes No
CITIZENSHIP			
Are you a US Citizen, national or from a territory that owes allegiance to the US?			Yes No

PART B: REQUIRED DOCUMENTATION

The Hiring Office will consider your application and supporting documentation in accordance with all applicable policies and procedures. To ensure consideration for an Excepted Service position with the U.S. Securities and Exchange Commission, please submit a complete application package including a comprehensive resume with a detailed description of your complete history of work experience and the applicable employment dates with months and years. As an external candidate, if you are selected for a position with the SEC, OHR will review your complete work history to establish your starting salary. If you are claiming veteran's preference and fail to provide support for your claim, your veteran's preference claim will not be considered. **Please note: If selected, you will be required to provide an official transcript (if applicable).

REQUIRED DOCUMENTS		
Resume	Yes	No
Transcript, if applicable	Yes	No
Veteran's preference documentation (if applicable)	Yes	No

PART C: CERTIFICATION

I certify that I have read and understand that should I be selected for a position, the resume and application materials that I have submitted will be used to determine salary. I also understand that I will not be permitted to provide an updated resume to OHR after my application has been received.

Applicant Signature/Date

Equal Employment Opportunity (EEO) Information for SEC Job Applicants: Federal EEO laws protect all applicants from discrimination on the following bases: race, color, sex (not limited to conduct which is sexual in nature, includes pregnancy, gender identity, sexual orientation, transgender status), age (40 and over), religion, national origin, disability, genetic information, retaliation for participating in the EEO process or opposing discrimination. Applicants who believe they have been discriminated against on any EEO basis can seek recourse through the SEC's administrative complaints process. To be timely, an individual must enter the EEO process within 45 days from when they know (or should have known) of the alleged discrimination. Please visit <https://www.sec.gov/eoinfo/eeocomplaints.htm> for additional information.

Thank you for your application. Please return this application form and required documentation to the appropriate mailbox. If you are selected for an interview you will be contacted directly by the hiring office.