

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

For use of this form see AR 135-18/NGR 600-5/ANGI 36-101; the proponent agency is NGB-ARH

DATA REQUIRED BY THE PRIVACY ACT OF 1974

1. Authority 32 USC 502(f), AR 135-18, NGR 600-5, and ANGI 36-101.
2. Principal Purpose: To provide information for use in determining eligibility/qualifications for AGR positions.
3. Routine Uses: None.
4. Disclosure: Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or processes that you seek. The SSN is used as an identifier throughout your military career from the application through retirement. Where the employee identification number is your SSN, collection of this information is authorized by Executive Order 8597. The information gathered through the use of the SSN will be used only as necessary in personnel administration.
5. Effect on individuals not providing information: Individuals not providing information will not receive an appropriate evaluation for assignment or reassignment and cannot be given consideration for vacancies.
6. When completing the Education and Employment Sections of this application, please list in reverse chronological order (most current first).

RESPONSE TO POSITION ANNOUNCEMENT #:		POSITION TITLE:	
NAME: (Last, First, Middle)		SSN:	DATE OF BIRTH:
CURRENT STREET ADDRESS:		CITY/STATE & ZIP CODE:	PLACE OF BIRTH:
		HOME PHONE: ()	OFFICE PHONE: ()
SECURITY CLEARANCE:	GRADE/BRANCH:	SSI/MOS/AFSC:	DATE OF FED RECOG:(Officer)
DATE OF ENLISTMENT: (Enlisted)	ROPMA/MSD ELIMINATION DATE:(Off); ETS (Enl);MRD(WO)		

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS

1. COLLEGE OR UNIVERSITY:(Officer Applicants - Accredited colleges only)

NAME & LOCATION OF COLLEGE ATTENDED:	DATES ATTENDED		NO. CREDIT HOURS		TYPE OF DEGREE
	FROM	TO	SEMESTER	QUARTER	

CHIEF UNDERGRADUATE SUBJECTS	NO. CREDIT HOURS		CHIEF GRADUATE SUBJECTS	NO. CREDIT HOURS	
	SEMESTER	QUARTER		SEMESTER	QUARTER

2. OTHER SCHOOLS OR TRAINING: (Vocational, Trade or Business)

NAME & LOCATION OF SCHOOL	TYPE OF COURSE	NO. HOURS PER WEEK	FROM	TO

3. SKILLS AND QUALIFICATIONS: Special skills and qualifications with office machines (Word Processing - WPM), wheel and track vehicles, etc. (Also list any licenses or certificates held (Pilot, Nurse).

SECTION II - EMPLOYMENT HISTORY

May inquiry be made of your present employer regarding your character, qualification, and record of employment? (A "No" answer will not affect your consideration for employment). CIRCLE ONE: YES NO

1. NAME AND ADDRESS OF EMPLOYER:		DATES EMPLOYED		AVERAGE HRS. PER WEEK
		FROM	TO	
TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER:	NO. OF EMPLOYEES YOU SUPERVISED:		
TYPE OF BUSINESS:	YOUR REASON FOR LEAVING:			
DESCRIPTION OF WORK: (Describe your specific responsibilities and accomplishments)				
OTHER EMPLOYMENT				
2. NAME AND ADDRESS OF EMPLOYER:		DATES EMPLOYED		AVERAGE HRS. PER WEEK
		FROM	TO	
TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER:	NO. OF EMPLOYEES YOU SUPERVISED:		
TYPE OF BUSINESS:	YOUR REASON FOR LEAVING:			
DESCRIPTION OF WORK: (Describe your specific responsibilities and accomplishments)				

SECTION III - MILITARY HISTORY

1. MILITARY SERVICE: (Start with most recent service and show changes in grade and duty in reverse chronological order).

FROM	TO	AC	ANG/ARNG	RC	GRADE	ORGANIZATION	DUTY

2. MILITARY TRAINING:

FORMAL MILITARY SCHOOL TRAINING COMPLETED

COURSE TITLE AND NUMBER	DURATION OF COURSE		CORRESPONDENCE COURSES	
	WEEK	DAYS	COURSE/SUBCOURSE TITLE	COURSE HOURS

3. MILITARY: (List any primary MOS/SSI/AFSC which has been awarded on orders).

MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED (Service School, On-the-Job Training, Civilian Experience, etc)

4. INDICATE ANY OJT WHICH IS QUALIFYING FOR A MOS/SSI/AFSC WHICH HAS NOT YET BEEN AWARDED ON ORDERS.

DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION	FROM	TO

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE

YES	NO	(All Applicants Must Complete) Attach a separate sheet fully explaining any "YES" Answers (except 9 & 10).
		1. Within the last five years, have you been fired for any reason?
		2. Within the last five years have you quit a job after being notified that you would be fired?
		3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law?
		4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral, or are you now under charges for any offense against the law not included in Question 3?
		5. While in the military, have you ever been convicted by a General Court Martial?
		6. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours by blood or marriage?
		7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service?
		8. Have you ever been removed from military service due to unsuitability?
		9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)?
		10. Are you presently participating in a weight control program or is such action pending in accordance with AR 600-9/ANGI 40-502?
		11. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty?
		12. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action?
		13. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including but not limited to relief from command in the past year?
		14. Do you currently possess or is a report of suspension of favorable actions pending?
		15. Have you voluntarily separated from the AGR Program in any state for one or more days within the past year? (ARNG Applicants Only)
		16. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of removal action?
		17. (OFFICERS AND WARRANT OFFICERS ONLY). Have you been non-selected for promotion as not best qualified for promotion board convened by Headquarters, Department of the Army Headquarters, or Headquarters, Air Reserve Personnel Center within the past 12 months?

SECTION V - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to Personnel Specialist for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE:

DATE:

ARIZONA NATIONAL GUARD
 Supplement to Application for Employment
 Applicable Knowledge, Skills and Abilities
 For use of this form, see AZ ARNG 690-335-1/AZ ANGR 40-335-1; the proponent agency is HRO

NAME:	DATE:	TITLE OF POSITION APPLIED FOR:	ANNOUNCEMENT #:
PRESENT POSITION TITLE/GRADE:		PRESENT SUPERVISOR AND TELEPHONE#	

This supplement is provided to allow applicants to highlight their Knowledge, Skills and Abilities (KSAs) which are applicable to the position for which they are applying. If it is necessary to limit the number of applicants for a position, these KSAs will be used to determine the "Best Qualified"

For each KSA shown on the from to the vacancy announcement, please identify below, in the space provided (or on additional paper if needed) how you have either demonstrated the KSA or have shown the potential to acquire them. Give specific examples describing related project, details, work assignments, outside activities, and the time frames involved in each.

You will receive consideration if you do not complete this form; however, an accurate evaluation of your qualifications may bot be possible. This may result in your not being certified.

KSA FACTOR #1:

KSA FACTOR #2:

KSA FACTOR #3:

KSA FACTOR #4:

KSA FACTOR #5:

KSA FACTOR #6:

KSA FACTOR #7:

KSA FACTOR #8:

KSA FACTOR #9:

KSA FACTOR #10:

KSA FACTOR #11:

SIGNATURE:

DATE:

**ARIZONA NATIONAL GUARD
APPLICANT BACKGROUND SURVEY**

For use of this form, see AZ ARNG 690-335-1/AZ ANGR 40-335-1; the proponent agency is HRO

GENERAL INSTRUCTIONS: Your responses are voluntary. Upon submission, this survey is detached from the application and given to the Equal Employment Manager for inclusion in the statistics compiled for the Affirmative Action Plan. Please answer each of the questions to the best of our ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

PRIVACY ACT INFORMATION

General: This information is provided pursuant to Public Law 935-579 (Privacy Act of 1974) December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

Authority: Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code

Purpose and Routine Uses: The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form to the Human Resources Office.

Effects of Nondisclosure: Providing this information is voluntary, no individual personnel selections are made based on this information.

Information Regarding Disclosure of your Social Security Number Under Public Law 93-579, Section 7 (b):

Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies.

1. Announcement No.:	2. Date (Month, Day, Year):
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3. Name (Last, First, MI):	4. Title of Position Applying For:
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5. Social Security Number	6. Year of Birth	7. Do You Have Any Physical Disability <input type="checkbox"/> 1 = YES 2 = NO
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8. How did you learn about the particular position for which you are applying? (You may choose up to three choices).

() 01 - Bulletin Board or Announcement () 02 - Office of Personnel Management () 03 - Veterans Administration () 04 - Friend or Relative Working for Agency () 05 - Friend or Relative Not Working for Agency () 06 - Telephoned the Technician Personnel Office () 07 - Walked into the Technician Personnel Office () 08 - Federal, State, or Local Job Information Center	() 09 - ARNG Recruiting Office () 10 - ANG Recruiting Office () 11 - National Guard EEO Office () 12 - Private Employment Office () 13 - ARNG unit () 14 - ANG unit () 15 - AZNG HRO Web Site () 16 - Other ~ Specify
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9. Please categorize yourself in terms of race and sex using the definitions below. In the box in block 10, place the RACE/ETHNIC Code which indicates the group with which you identify yourself. Check the appropriate box in block 11, to show your sex.

A - American Indian or Alaskan Native B - Asian or Pacific Islander C - Black, Not of Hispanic Origin D - Hispanic E - White, Not of Hispanic Origin	10. RACE/ETHNIC CODE	
	11. SEX: M = Male F = Female	

FUNCTION AND FORMAT

The format you use for your resume will depend upon the specific job you are applying for. Generally speaking, the format that works best for you is the right one. Here are the four basic types of resumes:

1. **CHRONOLOGICAL RESUME:** An outline of your work experience and periods of employment (in reverse chronological order-most recent information first) that shows steady employment. Titles and organizations are emphasized as are duties and accomplishments. People who have been steadily employed, and/or who want to remain in their current career fields use this format most often. It's also excellent for persons who have shown advancement within a particular career field. Detail a 10 year period and summarize earlier experience that is relevant to the position you are seeking.
2. **FUNCTIONAL RESUME:** Emphasizes your qualifications (knowledge, skills, abilities, achievements) as opposed to specific dates and places of employment, and allows you to group them into functional areas, such as training, sales, procurement, and accounting. List the functional areas in the order of importance as related to the job objective and stress your accomplishments within these functional areas. People who are re-entering the work force or those who are seeking a career change use this format most often.
3. **COMBINATION RESUME:** Combines the best of the chronological and functional resumes because you can group relevant skills and abilities into functional areas and then provide your work history, dates and places of employment, and education. This format allows you to cover a wider variety of subjects and qualifications, thereby showing skills that are transferable from one career to another. It works well for those "special" assignment requirements, for military personnel (easy those who have switched AFSCs frequently), and is ideal for people whose career paths have been somewhat erratic.
4. **TARGETED RESUME:** As the name implies, this format focuses on your knowledge, skills, abilities, achievements, experience, and education that relate to the targeted position. It features a series of bullet statements regarding your capabilities and achievements related to the targeted job. Experience is listed to support statements, but it does not need to be emphasized. Education is listed after achievements. This format is probably the easiest to write, but keep in mind it must be completely re-accomplished for each position you are seeking.

PUTTING IT TOGETHER

1. Analyze purpose and audience. Your purpose is to write your resume in such a way that a potential employer (your audience) will want to interview you.
2. Conduct the research. Know yourself, your needs, and the type and level of the position you are seeking, what you have to offer, and what you can do for the prospective employer. Make a list of your skills and accomplishments. Take time to research the position to better understand exactly what you're applying for and to "speak their language" if interviewed.
3. Support your ideas. Your "ideas" in a resume are your qualifications for the job you are seeking. The "support" is all of your knowledge, skills, abilities, experience, and education that support those qualifications.
4. Get organized. Gather all the documentation you will need to write your resume (such as previous job descriptions, certificates, licenses, and education transcripts).
5. Draft and edit. Type a draft, edit it for typos, and eliminate extraneous information.

6. Ask for feedback. Have someone you trust read the resume and suggest changes and recommendations.

THINGS TO INCLUDE

1. As a minimum⁷ include the following on all resumes:
 - Name, address, and phone number (including the area code) centered at the top of the first page
 - Job objective and/or summary statement
 - Qualifications and work experience relevant to the job you are seeking
 - Education (including education or training acquired during military service or through workshops, seminars, and continuing education classes relevant to the position you are seeking)
2. The following are topics you may want to include. Choose only those pertinent to the job you are seeking, or add topics of your own choosing you feel might encourage a potential employer to want to interview you. A word of caution, more is not necessarily better. Keep your resume to one page, if possible, or two pages maximum.

Special Skills or Capabilities	Career Accomplishments
Honors, Awards, Achievements	Military Service
Professional Development, Affiliations	Credentials, Licenses

3. The following information can sometimes be detrimental and takes up valuable space on a resume, so we recommend you don't include it unless a potential employer specifically asks for it.

Personal Data (marital status, number and ages of children)	
Photographs	Salary Information
Age	Religious Affiliation
Hobbies or Personal Interests	References

IN SUMMARY

Take the time to prepare your resume properly. We think you should write it yourself (after all, who knows you better), but if you feel you must have professional help, look for someone who comes highly recommended. Put a lot of thought into your resume, and have someone you trust read it and give you an honest opinion.

Use action words to begin your sentences (wrote, taught, reviewed, supervised, developed, updated, revised, etc.); write it in plain language businesses typically write on an 8th grade level); ensure it is neat, uncluttered, and accurate; and consistent in your use of underlines, indentations, and capital Letters. It must be long enough to cover relevant information but brief enough so as not to bore a potential employer (two pages should be your maximum).

Have both your resume and cover letters typed on good quality white or off-white paper, and ensure there are no typographical errors. Choose the format that will work to your best advantage. Update your resume when necessary, but never update it with handwritten notes. Always give a potential employer a dean, unmarked original or a quality copy.

When writing your resume, remember you're selling yourself - make sure it projects a professional image!