INSTRUCTIONS FOR FILLING OUT THE OF-306, DECLARATION FOR FEDERAL EMPLOYMENT

1. Full Name – Complete First, Middle, and Last name, NO initials

2. Social Security Number – 9 digit social security number

3. Place of Birth - City and State, or City and Country

4. Date of Birth – Month, Day, and Year

5. Other Names Ever Used - Complete maiden names, nick names, other spellings, or name changes

6. Phone Number – Include area code with day and night contacts

7. Selective Service Registration – If female, answer 7a, if male answer all

8. Military Service – If you have served, include branch of service, duration and type of discharge.

9. Background Information – For questions 9–15, Read instructions and answer the questions. For convictions, omit traffic fines under $300.00, any youth offenses and any convictions that were expunged

10. Continuation Space – For any “YES” answer in questions 9-15, provide required information in this area like dates, complete addresses, and explanations. Be sure to include the question number and if any additional sheets are required, ensure name, social security number, and item number are on all additional sheets.

11. Certifications – Read question 17 certifying the information therein, then sign and date 17a “Applicant’s Signature” ONLY. Do Not sign Appointee’s Signature 17b. Do Not fill in the date for “Appointing Officer”.

12. Only complete question18 if you have been employed by the Federal Government before