



APPLICANT REFERRAL FORM

UNITED STATES SENATE

Placement Office
Hart Senate Office Building, Room SH-116
Washington, D.C. 20510 | Phone (202) 224-9167
<http://www.senate.gov/employment> | TTY (202) 224-4215

Applicants must provide all of the information requested below, submit a resume, and complete the informational interview to register with the Senate Placement Office.

Offices within the United States Senate are equal opportunity employers.

NAME _____
First Middle Last

POSITION(S) DESIRED LEGISLATIVE ADMINISTRATIVE PRESS

TYPE OF EMPLOYMENT FULL-TIME PART-TIME TEMPORARY

SALARY REQUIREMENT _____

*CITIZENSHIP (SPECIFY COUNTRY) _____

**Pursuant to federal law, the Senate is prohibited from hiring applicants who are citizens of certain countries.*

STATES IN WHICH YOU HAVE RESIDED AND LENGTH OF TIME IN EACH

State	Length of Residence	State	Length of Residence	State	Length of Residence	State	Length of Residence

MILITARY SERVICE Yes No BRANCH _____

HAVE YOU EVER HELD A SECURITY CLEARANCE? Yes No DO YOU HAVE AN ACTIVE SECURITY CLEARANCE? Yes No

LEVEL OF SECURITY CLEARANCE _____ LANGUAGE SKILLS _____

COMPUTER SKILLS _____

EXPERIENCE

PLEASE PROVIDE THE FOLLOWING BEGINNING WITH MOST RECENT EXPERIENCE:

EMPLOYER _____ JOB TITLE/SALARY _____

REASON FOR LEAVING _____

EMPLOYER _____ JOB TITLE/SALARY _____

REASON FOR LEAVING _____

EMPLOYER _____ JOB TITLE/SALARY _____

REASON FOR LEAVING _____

PLEASE USE THIS SPACE FOR ANY ADDITIONAL COMMENTS YOU WISH TO MAKE.

I acknowledge that the Senate Placement Office maintains strict confidentiality with Senate employers regarding vacancies and cannot disclose information pertaining to the vacancies or the referral of applicants and as a condition of registering with the Senate Placement Office, I agree not to seek this information.

I certify that all of the foregoing information I have supplied in this application is correct and complete. I UNDERSTAND THAT ANY FALSIFICATION OR OMISSION OF ANY INFORMATION CONSTITUTES GROUNDS FOR ANY SENATE EMPLOYER TO NOT EMPLOY ME OR TO DISMISS ME FROM EMPLOYMENT.

APPLICANT NAME _____

SIGNATURE _____