

TEMPORARY EMPLOYMENT APPLICATION AND APPOINTMENT DOCUMENT

(ER 690-1-321)

The Privacy Act of 1974 (5 U.S.C. 552a) requires each individual asked or required to furnish personal information to be advised of the following:

Authority: 5 U.S.C. 3101

Principal Purpose(s): This application and appointment document is to be used only for informal "on-the-spot" appointments of one month or less to cope with fire, flood, or other extreme emergency, (Appendix B, FPM 291, and CS Regulation 316.402(a)).

Routine Uses: This form is used in lieu of the normal civil service application and appointment document (SF 50) and serves as the official pay document and personnel file.

The personal identifying information is used to protect the employee's rights as a Federal employee for injury and other compensation benefits; to report earnings for such things as tax and unemployment benefits; to mail checks; and to prepare statistical reports (without personal identification of individuals). The form is filed in the Corps of Engineer Central Payroll Office, Omaha, Nebraska 68102. The form is maintained permanently to support payroll actions.

Mandatory of Voluntary Disclosure and Effect on Individual Not Providing Information: VOLUNTARY. Failure to provide the requested information will preclude employment.

1. NAME OF APPOINTEE (PRINT OR TYPE FULL NAME)		2. DATE OF BIRTH	3. SOCIAL SECURITY NO.
4. HOME ADDRESS			5. TELEPHONE NO.
6. IN CASE OF EMERGENCY, NOTIFY:	7. ADDRESS (NUMBER AND STREET, CITY AND STATE)		8. TELEPHONE NO.
9. HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", GIVE THE DEPARTMENT, LOCATION, AND THE FROM AND TO DATES OF YOUR CURRENT OR LAST EMPLOYMENT. DEPARTMENT: _____ LOCATION: _____ FROM _____ TO _____			
10. DO YOU RECEIVE AN ANNUITY FROM THE U.S. CIVIL SERVICE COMMISSION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", GIVE AMOUNT OF RETIREMENT PAY AND WHETHER RETIREMENT WAS BY REASON OF AGE, OPTIONAL, DISABILITY OR BY REASON OF VOLUNTARY SEPARATION AFTER 5 YEARS OF SERVICE. \$ _____			
_____ (SIGNATURE OF APPOINTEE)			

THIS SPACE FOR USE BY APPOINTING OFFICER

11. TITLE OF POSITION	12. GRADE AND/ OR RATE OF PAY	13. EFFECTIVE DATE
14. NAME AND ADDRESS OF EMPLOYING OFFICE		15. AGENCY CODE
16. DUTY STATION	17. AGENCY CODE	18. APPROPRIATION
PERSON AUTHORIZED TO SIGN FOR THE APPOINTING OFFICER		DATE