

Application for Federal Employment - SF 171

Read the instructions before you complete this application. Type or print clearly in dark ink.

Form Approved
OMB No. 3208-0012

GENERAL INFORMATION

1 What kind of job are you applying for? Give title and announcement no. (if any)

Recreation Specialist

2 Social Security Number

3 Sex



Male



Female

4 Birth date (Month, Day, Year)

08/25/57

5 Birthplace (City and State or Country)

6 Name (Last, First, Middle)

UNDERWOOD, James M

Mailing address (include apartment number, if any)

293rd BSB, Unit 29901, Box 6

City

APC AE

State

ZIP Code

091086

7 Other names ever used (e.g., maiden name, nickname, etc.)

8 Home Phone

Area Code
06224

Number
50322

9 Work Phone

Area Code
382

Number
4335

Extension

10 Were you ever employed as a civilian by the Federal Government? If "NO", go to Item 11. If "YES", mark each type of job you held with an "X".

☒ Temporary ☐ Career-Conditional ☒ Career ☐ Excepted

What is your highest grade, classification series and job title?

Supervisory Rec Specialist

GS-188-9/5

Dates at highest grade: FROM 11 09 88 TO Present

AVAILABILITY

11 When can you start work? (Month and Year)

Jan 94

12 What is the lowest pay you will accept? (You will not be considered for jobs which pay less than you indicate.)

Pay \$ 31,493 per annum OR Grade GS-09

13 In what geographic area(s) are you willing to work?

Southwest United States

14 Are you willing to work:

A. 40 hours per week (full-time)?

YES

NO

B. 25-32 hours per week (part-time)?

C. 17-24 hours per week (part-time)?

D. 16 or fewer hours per week (part-time)?

E. An intermittent job (on-call/seasonal)?

F. Weekends, shifts, or rotating shifts?

15 Are you willing to take a temporary job lasting:

A. 5 to 12 months (sometimes longer)?

B. 1 to 4 months?

C. Less than 1 month?

16 Are you willing to travel away from home for:

A. 1 to 5 nights each month?

B. 6 to 10 nights each month?

C. 11 or more nights each month?

MILITARY SERVICE AND VETERAN PREFERENCE

17 Have you served in the United States Military Service? If your only active duty was training in the Reserves or National Guard, answer "NO". If "NO", go to Item 22.

YES

NO

18 Did you or will you retire at or above the rank of major or lieutenant commander?

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER
PREVIOUS EDITION USABLE UNTIL 12-31-90

FOR USE OF EXAMINING OFFICE ONLY

Date entered register

Form reviewed:

Form approved:

Option	Grade	Earned Rating	Veteran Preference	Augmented Rating
			<input type="checkbox"/> No Preference Claimed	
			<input type="checkbox"/> 5 Points (Tentative)	
			<input type="checkbox"/> 10 Pts. (30% Or More Comp. Dis.)	
			<input type="checkbox"/> 10 Pts. (Less Than 30% Comp. Dis.)	
			<input type="checkbox"/> Other 10 Points	

Initials and Date

☐ Disallowed ☐ Being Investigated

FOR USE OF APPOINTING OFFICE ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5-Point ☐ 10-Point--30% or more Compensable Disability ☐ 10-Point--Less Than 30% Compensable Disability ☐ 10-Point--Other

Signature and Title

Agency

Date

MILITARY SERVICE AND VETERAN PREFERENCE (Cont.)

19 Were you discharged from the military service under honorable conditions? (If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "YES". If you received a clemency discharge, answer "NO". If "NO", provide below the date and type of discharge you received.)

YES	NO
	<input checked="" type="checkbox"/>

Discharge Date
(Month, Day, Year)

Type of Discharge

20 List the dates (Month, Day, Year), and branch for all active duty military service.

From	To	Branch of Service

21 If all your active military duty was after October 14, 1976, list the full names and dates of all campaign badges or expeditionary medals you received or were entitled to receive.

22 Read the instructions that came with this form before completing this item. When you have determined your eligibility for veteran preference from the instructions, place an "X" in the box next to your veteran preference claim.

☐ NO PREFERENCE

☐ 5-POINT PREFERENCE -- You must show proof when you are hired.

10-POINT PREFERENCE -- If you claim 10-point preference, place an "X" in the box below next to the basis for your claim. To receive 10-point preference you must also complete a Standard Form 15, Application for 10-Point Veteran Preference, which is available from any Federal Job Information Center. ATTACH THE COMPLETED SF 15 AND REQUESTED PROOF TO THIS APPLICATION.

☐ Non-compensably disabled or Purple Heart recipient.

☐ Compensably disabled, less than 30 percent.

☐ Spouse, widow(er), or mother of a deceased or disabled veteran.

☐ Compensably disabled, 30 percent or more.

Standard Form 171-A—Continuation Sheet for SF 171 (Back)

• Attach all SF 171-A's to your application at the top of page 3.

1. Name (Last, First, Middle Initial) Underwood, James M.		2. Social Security Number [REDACTED]	
3. Job Title or Announcement Number You Are Applying For Recreation Specialist		4. Date Completed	
ADDITIONAL WORK EXPERIENCE BLOCKS			
A. Name and address of employer's organization (include ZIP Code, if known) 293rd BSB Unit 29901 Box 6 APO AE 09086		Dates employed (give month, day and year) From: 01/03/87 to: Present Average number of hours per week: 40 Number of employees you supervised: 11 Salary or earnings: Starting \$ 18,418 per year Ending \$ 31,500 per year Your reason for leaving: Change of Station or Career Advancement	
Your immediate supervisor Name: Bruce E. Martin Area Code: DSN 380-7530 Telephone No.		Exact title of your job Branch Chief of Recreation Center	
If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion			

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- * As Branch Chief of Rec Centers in Mannheim, Germany, responsible for program management and overall supervision of recreational services for military population of approximately 20,000 with rec centers at Coleman, Turley, and Spinelli Barracks and later establishment of single-soldier rec center at Benjamin Franklin Village. Also supervised operation of a branch office at Coleman Barracks of the main ITR.
- * Because of drawdown in troop strength, planned for and carried out reduction of recreational facilities while still providing full program for remaining military population. Resulted in closing of rec centers at Turley and Spinelli Barracks, and turning over facility at Benjamin Franklin Village to USO and consolidating all activities at Coleman Barracks.
- * Continuously evaluate appropriateness, effectiveness and receptivity of recreational activities in terms of participant response, availability of resources, special events, and joint community projects.
- * Provide activity selections, integrating variety of social, intellectual, athletic, competitive and creative recreation.
- * Responsible for program financial management to include budget formulation and justification, expenditure approvals, purchase/procurement of supplies and services, and accountability for all funds.
- * Schedule, coordinate and publicize rec center activities for maximum participation in widest possible range of activities.
- * Monitor, counsel and evaluate all personnel, ensuring personnel actions are administered accurately and fairly. Prepare monthly employee work schedules and T&A reports.
- * Plan and coordinate details of special activities, events and fund raisers.
- * Responsible for 100 percent accountability for NAF and AP property in addition to six-month receipt audits and updates.
- * **SPECIAL ACCOMPLISHMENTS:**
 - As self-help project, using single-soldier volunteers, established, organized and operated a single-soldier Rec center at Benjamin Franklin Village.
 - Consistently in top percentile of all USAREUR Reccenters in financial management; top rec center in Nov 87 in achieving USAREUR goal of "break even before depreciation" category; exceeded USAREUR goal toward self-sufficiency, making \$19,000 profit in FY 92 based in part on establishment of photo pick-up point, retail concessionaire, and golf tournaments.

-- CONTINUED ON NEXT PAGE --

For Agency Use (skill codes, etc.)

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3. Job Title or Announcement Number You Are Applying For Recreation Specialist		4. Date Completed [REDACTED]	
ADDITIONAL WORK EXPERIENCE BLOCKS			
A Name and address of employer's organization (include ZIP Code, if known) 293rd BSB Unit 29901 Box 6 APO AE 09086		Dates employed (give month, day and year) From 01/03/87 to Present Average number of hours per week 40 Number of employees you supervised 11	
Your immediate supervisor Name Bruce E. Martin Area Code Telephone No. DSN 380-7530		Exact title of your job Branch Chief of Recreation Center Salary or earnings Starting \$18,418 per year Ending \$31,500 per year Your reason for leaving Change of Station or Career Advancement	
If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion			

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

CONTINUATION OF WORK EXPERIENCE -- BLOCK A

- Expanded activities and facilities of rec centers such as operating an ITR outlet; organized, publicized and conducted tours; installed German switchboard system to facilitate additional phone service, particularly to U.S.; provided operating space at Coleman Barracks to Community NCO Club while it was being remodeled, period of 18 months.
- Project officer for Reforger exercise, providing rec services for participating soldiers.
- Provided overall coordination, logistical support and publicity for visits of entertainment and sports personalities, often acting as escort officer.
- Organized, publicized and conducted three money-making golf tournaments yearly which drew participants from throughout European command. Since 1988, conducted 72-hole regional qualifying tournament for annual European golf championship.
- Operated Coleman Rec Center 24 hours a day in support of soldiers being deployed to Desert Shield and Storm.
- In June 1990, director of Entertainment Branch was removed as result of CID investigation. Was appointed acting director of this branch in addition to regular duties. In October 1990, director of Arts & Crafts branch was reassigned with no replacement provided. This also became an additional duty. Though these assignments were not to exceed 120 days, I actually carried out these duties for 16 months. Assumed responsibility for property, funds, and personnel (15 U.S. and seven Local Nationals -- requiring familiarization with German law and customs relating to employment of German civilians -- and 42 volunteers) for five arts and crafts shops, three photo labs, two entertainment facilities, and a resale activity with standing inventory of \$40,000. All programs operated successfully in full compliance with directives and regulations; resale activity was automated, resulting in increased sales. At termination of duties, 100 percent inventory showed no discrepancies.

For Agency Use (skill codes, etc.)

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U.S. Office of Personnel Management
V2.00 FPM Chapter 298

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3. Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS

B Name and address of employer's organization (include ZIP Code, if known) Morale Support Activities Schweinfurt MilCom APO NY 09033	Dates employed (give month, day and year) From: April 1985 To: Dec. 1986		Average number of hours per week 40	Number of employees you supervised 7
	Salary or earnings Starting \$ 17,824.00 per year Ending \$ 18,418.00 per year		Your reason for leaving Career Advancement	

Your immediate supervisor Name Judy Bauer	Area Code 2323	Telephone No. 8370	Exact title of your job Director, Recreation Center	If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion
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Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- * Director of Finney Rec Center, serving military population of approximately 10,000 in Schweinfurt, Germany. Supervised operation of branch office of main ITT, located in Rec Center.
- * Developed standard operating procedures (none in effect when I arrived) for day-by-day activities to include facility opening and closing hours, security, key control, use of equipment and fire and safety procedures; snack bar; bingo; bicycle rental; use of German telephones, and volunteers.
- * Planned and coordinated all activities, special events and fund-raising projects for optimum participation. Carried out successful publicity program through newspapers, AFN radio, flyers, posters and speaking engagements. Recruited and motivated volunteers who made significant contributions at no cost.
- * Encouraged community participation in USAREUR level events such as billiards, table tennis and chess tournaments.
- * Developed and circulated yearly program calendar for all major events (Christmas, New Years, Thanksgiving, Black History Month, etc.).
- * Established work schedules and assignments of duties in efficient and cost-effective manner taking into consideration requirements for overtime holiday pay and, in emergencies, compensatory time.
- * Conducted counseling sessions and work performance reviews with all full-time employees. Conducted semi-annual in-progress review and annual written appraisal for all AF employees ICW AR and CPR. Met all suspense dates in submitting employee ratings.
- * Maintained NAF and AF property with 100 percent accountability, updating hand receipts every six months. Submitted work orders for repairs; arranged for broken property to be turned in for repair or disposition.
- * Developed and justified budget. Attended monthly NAF budget meeting with DPCA and DCC.
- * SPECIAL ACCOMPLISHMENTS:
 - Operated above USAREUR goal "break even" point in meeting or exceeding USAREUR goal of Rec Centers becoming self-sufficient IAW NAF-LGI budget expectations. This was accomplished in part by new fund-raising activities such as installing three German phone booths (constructed personally, by hand), conducting bingo and barbecues.
 - Developed SOP which made for smoother and more effective day-by-day operations. Conducted aggressive publicity campaign resulting in more troops using Rec Center facilities.
 - On volunteer basis, assisted sports program by conducting golf clinics.

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1. Name (Last, First, Middle Initial) UNDERWOOD, James M.	2. Social Security Number [REDACTED]
3. Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS

C Name and address of employer's organization (include ZIP Code, if known) Morale Support Activity Ft. Riley, Kansas	Dates employed (give month, day and year) From: April 1983 To: April 1985		Average number of hours per week 40	Number of employees you supervised 6
	Salary or earnings Starting \$ 17,221.00 per year Ending \$ per		Your reason for leaving Career Advancement	
	Your immediate supervisor Name Carla Jane Huck	Area Code 913	Telephone No. 239-5517	Exact title of your job Recreation Specialist Program Director

If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion
GS-07 GS-188, April 1983

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- * Planned and administered the activities and services of a military recreation center program for a population of approximately 45,000. Duties included selection of and emphasizing program activities to be offered, striving for a variety of social, intellectual, competitive, and creative activities as well as special interest activities. Planned and coordinated the details of recurring activities, special events, and joint community undertakings so as to make maximum use of facilities, services and other resources. Scheduled and publicized recreation center activities.
- * Arranged for supplies and serviced needed to accomplish scheduled recreation center activities.
- * Provided guidance and leadership to various special interest group activities and their participants, modifying, adapting, expanding, or adjusting plans to accommodate requirements.
- * Functioned as games and activities instructor.
- * Continuously evaluated the effectiveness of recreational activities and center functions.
- * Recommended program changes to enhance overall center purpose and productivity.
- * Provided input for periodic program plans and annual budget requirements.
- * Maintained participation records and prepared reports as required. Prepared NAF and AP fund contracts for facility programs.
- * Assumed full operational management and administration in absence of supervisor. Supervised and monitored quality assurance standards.
- * SPECIAL ACCOMPLISHMENTS:
 - Sole charge of the cash bingo program. Participation in program doubled under my leadership with a significant increase in profit.
 - Received letter of appreciation for performance during the 1983 KOOL Salutes the Military free concert.



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UNDERWOOD, James M.

2. Social Security Number
[REDACTED]

3. Job Title or Announcement Number You Are Applying For

4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS

<input checked="" type="checkbox"/> Name and address of employer's organization (include ZIP Code, if known)				Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervised
Morale Support Activity Fort Riley, Kansas				From: Sept. 1981 To: April 1983		40	5
				Salary or earnings		Your reason for leaving	
				Starting \$ 12,226.00 per year			
				Ending \$ 12,226.00 per year		Career Advancement	
Your immediate supervisor Name	Area Code	Telephone No.	Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion		
Steve Todd	913	239-2830	Youth Services Teen Director		GS-05, GS 188, Sep. 1981		

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- * As director, coordinated and budgeted NAF and AP fund activities for more than 1,000 military dependent youth to include operation of two youth activity centers.
- * Auditioned and booked musical entertainment, supervised concessions, conducted field trips and arranged for chaperons and volunteer assistants, prepared and supervised newspaper, radio, and television publicity to include photographic coverage.
- * Coordinated overall program with military and civilian officials, parents and teenage participants.
- * Served as advisor to teen council, parents, and teenage participants.
- * Served as advisor to teen council, representing DYA in post and community activity planning. Assisted in all other youth social and sports activities, having sole financial responsibility for collecting funds.
- * SPECIAL ACCOMPLISHMENTS:
 - During tenure, activities offered to youth tripled and participation more than tripled.

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ADDITIONAL WORK EXPERIENCE BLOCKS

E Name and address of employer's organization (include ZIP Code, if known) Parks and Recreation Department 950 E. Hildebrand San Antonio, Texas 78212	Dates employed (give month, day and year) From: June 1981 To: August 1981		Average number of hours per week 40	Number of employees you supervised 2
	Salary or earnings Starting \$ 5.21 per hour Ending \$ 5.21 per hour		Your reason for leaving Temporary Employment	
	Your immediate supervisor Name Oscar Cerna	Area Code 210	Telephone No. 681-5339	Exact title of your job Park Supervisor

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- * Planned, organized, supervised, and implemented summer activity programs for approximately 100 children ages 5 to 16 years old. Included arts & crafts, and a variety of sports and games such as soccer, volleyball, softball, horseshoes, table tennis, and badminton.
- * Organized and coached two softball teams competing in all-city summer leagues.
- * Organized park softball tournaments, planned and conducted field outings and children's dog show.
- * Enforced park rules and discipline.



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3. Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS

F Name and address of employer's organization (include ZIP Code, if known) Youth Activity Center Lackland Air Force Base San Antonio, Texas 78236	Dates employed (give month, day and year) From: May 1980 To: August 1980		Average number of hours per week 40	Number of employees you supervised 10
	Salary or earnings Starting \$ 3.20 per hour Ending \$ 3.20 per hour		Your reason for leaving Summer Employment College Student	
	Your immediate supervisor Name Steve Soukup	Area Code 210	Telephone No. 671-2510	Exact title of your job Youth Counselor

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- * Planned, coordinated and supervised summer recreation program for from 40 to 150 military dependent youth (ages 6 to 16). Activities included arts & crafts, swimming instruction, sports, games, camping.
- * Established a junior golf instruction program, using base golf course.
- * Organized and conducted a children's dog show to include preparation and dissemination of publicity, providing news coverage and photographs.
- * Volunteered at Youth Center to set up and run summer youth soccer league. Included scheduling, arranging for field maintenance, assigning officials. Attended all games, and officiated on an as needed basis.
- * In spare time, umpired baseball for San Antonio Little League and St. Thomas Moore church league, averaging 6 games per week for entire summer.
- * (Position was college summer internship).



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1. Name (Last, First, Middle Initial)

UNDERWOOD, James M.

2. Social Security Number

4. Date Completed

3. Job Title or Announcement Number You Are Applying For

ADDITIONAL WORK EXPERIENCE BLOCKS

G	Name and address of employer's organization (include ZIP Code, if known) Parks and Recreation Department San Marcos, Texas 78666		Dates employed (give month, day and year)		Average number of hours per week 20	Number of employees you supervised 0
			From: Sept. 1979 To: Dec. 1979			
			Salary or earnings			
Your immediate supervisor Name		Area Code	Telephone No.	Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion
Scott Yarborough		210	392-9966	League Commissioner		

Starting \$ 0.00 per
Ending \$ 0.00 per

Your reason for leaving
Complete college program

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- * As commissioner for adult co-ed softball league for approximately 100 players, organized and supervised complete program, reporting directly to city recreation director.
- * Set up schedule, arranged for facilities, pre-inspected fields, assigned officials, attended all games, resolved disputes when needed.
- * Umpired some games when assigned officials were absent.
- * (College work/study program).



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ADDITIONAL WORK EXPERIENCE BLOCKS

H Name and address of employer's organization (include ZIP Code, if known) Parks and Recreation Department Austin, Texas 78701	Dates employed (give month, day and year) From: June 1979 To: August 1979		Average number of hours per week 40	Number of employees you supervised 0
	Salary or earnings Starting \$ 3.45 per hour Ending \$ 3.45 per hour		Your reason for leaving Resume college course work	
	Your immediate supervisor Name Alacie Mantell	Area Code 512	Telephone No. 477-6511	Exact title of your job Playground Supervisor

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job titles(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

- * Planned, coordinated, supervised games and activities for 40 to 100 primarily underprivileged children in summer recreation program.
- * Organized and coached softball and soccer teams and planned and supervised field trips.
- * (College summer field work program).



For Agency Use (skill codes, etc.)

EDUCATION

<p>25 Did you graduate from high school? <i>If you have a GED high school equivalency or will graduate within the next nine months, answer "YES".</i></p> <p>YES <input checked="" type="checkbox"/> If "YES", give month and year graduated or received GED equivalency: <u>06/76</u></p> <p>NO <input type="checkbox"/> If "NO", give the highest grade you completed: _____</p>	<p>26 Write the name and location (city and state) of the last high school you attended or where you obtained your GED high school equivalency.</p> <p align="center">Roosevelt High School, San Antonio, Texas, June 1976</p>																																												
<p>27 Have you ever attended college or graduate school? YES <input checked="" type="checkbox"/> YES", continue with 28. NO <input type="checkbox"/> NO", go to 31.</p>																																													
<p>28 NAME AND LOCATION (city, state and ZIP Code) OF COLLEGE OR UNIVERSITY. <i>If you expect to graduate within nine months, give the month and year you expect to receive your degree:</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Name</th> <th rowspan="2">City</th> <th rowspan="2">State</th> <th rowspan="2">ZIP Code</th> <th colspan="2">MONTH AND YEAR ATTENDED</th> <th colspan="2">NUMBER OF CREDIT HOURS COMPLETED</th> <th rowspan="2">TYPE OF DEGREE (e.g. B.A., M.A.)</th> <th rowspan="2">MONTH AND YEAR OF DEGREE</th> </tr> <tr> <th>From</th> <th>To</th> <th>Semester</th> <th>Quarter</th> </tr> </thead> <tbody> <tr> <td>1) San Antonio College</td> <td>San Antonio</td> <td>T X</td> <td>7 8 2 1 2</td> <td>9/76</td> <td>5/77</td> <td>24</td> <td></td> <td>None</td> <td></td> </tr> <tr> <td>2) Southwest Texas State</td> <td>San Marcos</td> <td>T X</td> <td>7 8 6 6 6</td> <td>9/77</td> <td>5/81</td> <td>138</td> <td></td> <td>BS</td> <td>1981</td> </tr> <tr> <td>3)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name	City	State	ZIP Code	MONTH AND YEAR ATTENDED		NUMBER OF CREDIT HOURS COMPLETED		TYPE OF DEGREE (e.g. B.A., M.A.)	MONTH AND YEAR OF DEGREE	From	To	Semester	Quarter	1) San Antonio College	San Antonio	T X	7 8 2 1 2	9/76	5/77	24		None		2) Southwest Texas State	San Marcos	T X	7 8 6 6 6	9/77	5/81	138		BS	1981	3)									
Name	City					State	ZIP Code	MONTH AND YEAR ATTENDED				NUMBER OF CREDIT HOURS COMPLETED		TYPE OF DEGREE (e.g. B.A., M.A.)	MONTH AND YEAR OF DEGREE																														
		From	To	Semester	Quarter																																								
1) San Antonio College	San Antonio	T X	7 8 2 1 2	9/76	5/77	24		None																																					
2) Southwest Texas State	San Marcos	T X	7 8 6 6 6	9/77	5/81	138		BS	1981																																				
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31 If you have completed any other courses or training related to the kind of jobs you are applying for (trade, vocational, Armed Forces, business) give information below.

NAME AND LOCATION (city, state and ZIP Code) OF SCHOOL	MONTH AND YEAR ATTENDED		CLASS-ROOM HOURS	SUBJECT(S)	TRAINING COMPLETED	
	From	To			YES	NO
School Name 1) SEE ATTACHMENT						
City _____ State _____ ZIP Code _____						
School Name 2)						
City _____ State _____ ZIP Code _____						

SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS

32 Give the title and year of any honors, awards or fellowships you have received. List your special qualifications, skills or accomplishments that may help you get a job. *Some examples are: skills with computers or other machines; most important publications (do not submit copies); public speaking and writing experience; membership in professional or scientific societies; patents or inventions; etc.*

SEE ATTACHMENT

<p>33 How many words per minute can you TYPE? TAKE DICTATION?</p> <p><u>25</u> <u>0</u></p> <p><i>Agencies may test your skills before hiring you.</i></p>	<p>34 List job-related licenses or certificates that you have, such as: <i>registered nurse; lawyer; radio operator; driver's; pilot's; etc.</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>LICENSE OR CERTIFICATE</th> <th>DATE OF LATEST LICENSE OR CERTIFICATE</th> <th>STATE OR OTHER LICENSING AGENCY</th> </tr> </thead> <tbody> <tr> <td>1) Sedan, 1/2-ton truck and 25 to 44 pass. bus</td> <td>1983</td> <td>Fort Riley, Kansas</td> </tr> <tr> <td>2)</td> <td></td> <td></td> </tr> </tbody> </table>				LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE	STATE OR OTHER LICENSING AGENCY	1) Sedan, 1/2-ton truck and 25 to 44 pass. bus	1983	Fort Riley, Kansas	2)																												
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<p>35 Do you speak or read a language other than English (include sign language)? <i>Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.</i></p> <p>YES <input type="checkbox"/> If "YES", list each language and place an "X" in each column that applies to you. NO <input checked="" type="checkbox"/> If "NO", go to 36.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">LANGUAGE(S)</th> <th colspan="2">CAN PREPARE AND GIVE LECTURES</th> <th colspan="2">CAN SPEAK AND UNDERSTAND</th> <th colspan="2">CAN TRANSLATE ARTICLES</th> <th colspan="2">CAN READ ARTICLES FOR OWN USE</th> </tr> <tr> <th>Fluently</th> <th>With Difficulty</th> <th>Fluently</th> <th>Passably</th> <th>Into English</th> <th>From English</th> <th>Easily</th> <th>With Difficulty</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE		Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty	1)									2)								
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REFERENCES

36 List three people who are not related to you and are not supervisors you listed under 24 who know your qualifications and fitness for the kind of job for which you are applying. At least one should know you well on a personal basis.

FULL NAME OF REFERENCE	TELEPHONE NUMBER(S) (Include Area Code)	PRESENT BUSINESS OR HOME ADDRESS (Number, street and city)	STATE	ZIP CODE
1)				
2)				
3)				

BACKGROUND INFORMATION

You must answer each question in this section before we can process your application.

- 37** Are you a citizen of the United States? (In most cases you must be a U.S. citizen to be hired. You will be required to submit proof of identity and citizenship at the time you are hired.) If "NO", give the country or countries you are a citizen of: _____

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

NOTE: It is important that you give complete and truthful answers to questions 38 through 44. If you answer "YES" to any of them, provide your explanation(s) in Item 45. Include convictions resulting from a plea of nolo contendere (no contest). Omit: 1) traffic fines of \$100.00 or less; 2) any violation of law committed before your 16th birthday; 3) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a Youth Offender law; 4) any conviction set aside under the Federal Youth Corrections Act or similar State law; 5) any conviction whose record was expunged under Federal or State law. We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for Federal jobs. However, if you fail to tell the truth or fail to list all relevant events or circumstances, this may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution (18 USC 1001).

- 38** During the last 10 years, were you fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems?.....

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 39** Have you ever been convicted of, or forfeited collateral for any felony violation? (Generally, a felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.).....

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- 40** Have you ever been convicted of, or forfeited collateral for any firearms or explosives violation?.....

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- 41** Are you now under charges for any violation of law?.....

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- 42** During the last 10 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do not include violations reported in 39, 40, or 41, above.....

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- 43** Have you ever been convicted by a military court-martial? If no military service, answer "NO".....

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- 44** Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government plus defaults on Federally guaranteed or insured loans such as student and home mortgage loans.).....

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- 45** If "YES" in: 38 - Explain for each job the problem(s) and your reason(s) for leaving. Give the employer's name and address.

39 through 43 - Explain each violation. Give place of occurrence and name/address of police or court involved.

44 - Explain the type, length and amount of the delinquency or default, and steps you are taking to correct errors or repay the debt. Give any identification number associated with the debt and the address of the Federal agency involved.

NOTE: If you need more space, use a sheet of paper, and include the item number.

Item No.	Date (Mo./Yr.)	Explanation	Mailing Address
			Name of Employer, Police, Court, or Federal Agency
			City State ZIP Code
			Name of Employer, Police, Court, or Federal Agency
			City State ZIP Code

- 46** Do you receive, or have you ever applied for retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 47** Do any of your relatives work for the United States Government or the United States Armed Forces? Include: father; mother; husband; wife; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; and half sister.....

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

If "YES", provide details below. If you need more space, use a sheet of paper.

Name	Relationship	Department, Agency or Branch of Armed Forces
COL (Ret.) Charles C. Underwood	Father	Dept. of Army
Dr. Charles C. Underwood, Jr.	Brother	Federal Aviation Agency

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION**YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.**

- A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).
- If you are a male born after December 31, 1959 you must be registered with the Selective Service System or have a valid exemption in order to be eligible for Federal employment. You will be required to certify as to your status at the time of appointment.
- I understand that any information I give may be investigated as allowed by law or Presidential order.
- I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government.
- I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

48 SIGNATURE (Sign each application in dark ink)

49 DATE SIGNED (Month, day, year)

Attachment A.

Community Recreation Division Course – 120 hours
Falls Church, Va. 07/12/93

Creative Problem Solving – 24 hours
USAREUR. 06/12/91

Contracting Officer Representative Course – 40 hours
07/13/91

Supervisor's Manager NAF Expo Training – 16 hours
10/17/90

Lotus 1-2-3 – 24 hours
07/24/89

Supervisor Development – 14 hours
03/29/87

Community Operations Training – 40 hours
01/25/88

Staff Action Officer's Writing Course – 18 hours
03/22/88

MWR Business Operation Training – 40 hours
01/12/82

Workshop for Rec Center Director – 40 hours

