

**Minimum Qualifications Check Sheet
Foreign Service Diplomatic Security Courier Application - 2015**

Please complete the following by marking yes or no for each question and sign and date the form at the bottom. This checklist will assist with processing your application and must be submitted along with your application forms. If you answer "NO" to any question, you probably do not qualify for the position.

	YES	NO
1. I am a citizen of the United States.	___	___
2. I am willing to live and work anywhere overseas or in the United States	___	___
3. I have a minimum of an Associate's degree or 60 equivalent hours from an accredited college or university.	___	___
4. I am at least 20 years old. I understand that I must be at least 21 years old and not have reached my 60 th birthday by the time of appointment (preference eligible veterans excepted).	___	___
5. For applicants at or above the age of 60: I am a preference eligible veteran as defined by current law (documentation of eligibility required).	___	___
6. I am in compliance with the Selective Service Act and have registered as required or have honorably served in the U.S. military (male applicants only).	___	___
7. I have a valid U.S. driver's license.	___	___
8. I have three or more years of general work experience that demonstrates progressive responsibility and I have specialized experience that meets at least four of the examples listed in the Vacancy Announcement.	___	___
9. If offered a position, I understand that I must undergo a background investigation, medical examination, and suitability determination for Foreign Service employment.	___	___
10. I understand that I must undergo a training program and that failure to successfully complete all aspects of this training could result in my separation.	___	___
11. I understand that an essential function of this position requires lifting and moving diplomatic pouches, which can weigh up to 70 lbs.	___	___

Applicant's name (printed): _____

Signature: _____ **Date:** _____