

Minimum Qualifications Checklist – SA-2018-0002

Please complete the following by marking yes or no for each question. Sign and date the form at the bottom. This checklist will assist with processing your application and must be submitted with your application forms. If you answer “NO” to any question, you may not qualify for the position. Any false statement or willful misrepresentation will result in disqualification; if discovered after hiring you may be subject to inquiry as well as administrative or disciplinary action up to and including dismissal.

	YES	NO
1. I am a bona fide applicant pursuing a Foreign Service career and I understand and agree to the requirement that the Department of State reserves the right to cancel or withhold results and/or disqualify my applications when, in its judgment, an irregularity occurs, including but not limited to candidate misconduct, plagiarism and/or misrepresentation of material fact.	_____	_____
2. I am a citizen of the United States.	_____	_____
3. All members of my immediate family (spouse, parents, siblings, children, or cohabitants) are US citizens. (Note: This is not an ‘automatic’ disqualifier but is a factor that may affect whether a clearance can be granted.)	_____	_____
4. I have a BA/BS degree from an accredited college or university.	_____	_____
5. I understand that I must be at least 21 years old and not have reached my 37 th birthday by the time of appointment. (preference-eligible veterans excepted.)	_____	_____
6. <i>For applicants at or above age 37:</i> I am a preference-eligible veteran as defined by current law. (Documentation required at the time of application for consideration.)	_____	_____
7. I am in compliance with the Selective Service Act and I have registered as required if necessary (male applicants only).	_____	_____
8. I am willing to carry and, if necessary, use firearms in the performance of Special Agent duties.	_____	_____
9. I am willing to travel frequently and willing to live and serve anywhere overseas and in the United States.	_____	_____
10. I have a valid U.S. driver’s license.	_____	_____
11. If I am offered a position, I understand that I must successfully undergo a background investigation and be granted access to Top Secret/Sensitive Compartmented Information (TS/SCI). I understand that I must successfully complete a medical examination and a determination of my suitability for Foreign Foreign Service employment. I also understand that I must also pass a pre-employment physical physical readiness test.	_____	_____
12. I understand that I must successfully undergo a rigorous training program, which includes firearms qualification, physical readiness standards and tests, specialized driving tests, as well as academic subjects, and that failure to pass <i>any</i> aspect of the training program is grounds for separation. I further understand that within four to six months after graduating from the Basic Special Agent Course, I must take the Advanced Tactics, Leadership and Skills (ATLaS) course and will be required to complete a refresher course every five years.	_____	_____
13. In the last two years, have you received written notification that you were found unsuitable for employment by a Department of State Suitability Review Panel or Final Review Panel? For more information, see https://fam.state.gov/ (3 FAM 2215). Note: Individuals who have been found unsuitable for employment by a Department of State Suitability or Final Review Panel within the previous two years are ineligible to apply (unless the individual was a candidate for a Special Agent position with the Diplomatic Security Service and the decision to deny eligibility was based on the candidate’s inability to fulfill the unique duties of that position).	_____	_____

Applicant’s name (printed): _____

Signature: _____ **Date:** _____