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. 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.

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 37th birthday by the time of appointment. (preference-eligible veterans excepted.)

6. For applicants at or above age 37: 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 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 any aspect of the training program is grounds for separation. I further understand that within the first year 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: ___________

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