

This worksheet for the Motor Vehicle Operator (MVO) and Tractor Trailer Operator (TTO) positions in the United States Postal Service® is provided to assist you in completing the assessment part of your employment application. It is recommended that you fill out this worksheet and use it as a guide when completing your assessment. **You can only complete your assessment on the Internet at www.usps.com/employment or on a Touch Tone Phone by calling 1-866-999-8777 (TTY 1-800-800-8776) and following the prompts.** You will need the Announcement Number for the MVO/TTO opening for which you wish to apply when completing your assessment. You can only apply once per Announcement Number. Duplicate applications will not be accepted.

Section A: Biographical Information (* Required Information)

We will need your Social Security Number to maintain your records. The information requested will be kept confidential and handled in accordance with the Privacy Act. Information regarding the Privacy Act is provided at the end of this worksheet and will also be available when you complete your assessment on the Internet or by Touch Tone Phone.

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|--|------------------|--------------------------|-----------|
| Announcement Number * | | Social Security Number * | |
| First Name * | Middle Initial * | Last Name * | |
| Street Address (No., street, ste./apt. no.) * | | | ZIP Code™ |
| Telephone Number (Include area code) | | Email Address | |

Section B. Driving Experience

Please enter your responses in whole numbers only (For example: 0, 1, 2, 3, etc.).

1. How many drug, alcohol or other controlled substance driving offenses have you been convicted of in the past 5 years? -----
2. How many hit and run convictions have you had in the last 5 years? -----
3. How many convictions for reckless or careless driving have you had in the past 5 years? -----
4. How many fatal accidents have you been involved in that were judged to be your fault? -----
5. How many times in the last 3 years has your driver's license of any kind been suspended? -----
6. How many times in the last 5 years has your driver's license of any kind been revoked? -----
7. Within the last 5 years, how many accidents are on your driving record that were judged to be your fault? -----
8. How many traffic/driving offenses (moving violations) have you had in the past 3 years? -----
9. How many traffic/driving offenses (moving violations) have you had in the last year? -----
10. How many years of driving experience have you had with passenger cars or larger vehicles? -----
11. How many months of full-time experience do you have driving a 7 or more ton truck, tractor trailer, or 16 or more passenger bus?
12. Within the past 7 years, how many months of full-time experience do you have driving a 7 or more ton truck, tractor trailer, or a 16 or more passenger bus? -----
13. How many months of full-time experience do you have driving a tractor trailer? -----
14. Within the past 7 years, how many months of full-time experience do you have driving a tractor trailer? -----

Section C. Veterans' Preference Status

The United States Postal Service® is a federal agency and complies with the Veterans' Preference Act which permits 5 or 10 points to be added to a qualifying score of 70 or better. Not all military veterans are entitled to veterans' preference. **If you claim veterans' preference for this purpose, your claim will have to be supported by submitting a Form(s) DD 214, Certificate of Release or Discharge From Active Duty, and other required documentation during the hiring process.**

- 1. Are you claiming veterans' preference points? ----- Yes No (If No, proceed to Section D)
2. Are you claiming 5 points veterans' preference? ----- Yes No
3. Are you claiming 10 points for a compensable service-connected disability rated at least 10% but less than 30%? ----- Yes No
4. Are you claiming 10 points for a compensable service-connected disability rated 30% or more? ----- Yes No
5. Are you claiming 10 points veterans' preference for other reasons? ----- Yes No

Section D. Voluntary Data Request (See Privacy Act Statement Below)

The U.S. Postal Service wants to make sure that its part in the recruitment and hiring of Postal employees is fair to everyone. To do this we need your answers to two questions. These responses are entirely voluntary and have no bearing on your selection for a job. The first question asks you to identify your sex. The second question asks you to identify your race and national origin. If you are of mixed race and/or national origin, indicate the category with which you most closely identify yourself. Again, your responses are voluntary and have no bearing on your selection. We appreciate your cooperation.

The information requested will be kept confidential and handled in accordance with the Privacy Act. Information regarding the Privacy Act is provided at the end of this worksheet and will also be available when you complete your assessment on the Internet or by Touch Tone Phone.

1. Gender

- Male Female None Selected

2. Race/National Origin (The definition of each race/national origin category is provided below)

- American Indian or Alaska Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
 Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, and Vietnam.
 Black, not of Hispanic Origin: A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
 Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
 White, not of Hispanic Origin: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Also includes persons not included in other categories.
 None Selected

Privacy Act Statement: The collection of this information is authorized by 39 U.S.C. 401, 1001 and 5 U.S.C. 7201. This information will be used to determine your qualifications for an appointment. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS® is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to an investigator, administrative judge, or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; for determining the adverse effects in the total selection process, and for assessing the status of compliance with federal law; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; and to a labor organization as required by the National Labor Relations Act. Completion of this form is voluntary; however, if this information is not provided, you may not receive full consideration for a position. Completion of race, sex, national original and disability status has no bearing on personal selections. It will be used for research purposes only and equal opportunity recruitment programs to help ensure compliance with federal Law. Such information will not be disclosed outside the Postal Service except to a federal representative auditing program compliance or as part of a statistical aggregate in which case your name and Social Security Number will not be involved.

COMPUTER MATCHING: Limited information may be disclosed to a federal, state, or local government administering benefits or other programs pursuant to statute for purpose of conducting computer matching programs under the Act. These programs, include but are not limited to, matches performed to verify an individual's initial or continuing eligibility for, indebtedness to, or compliance with requirements of a benefit program.