

# Census Taker Jobs

U.S. Department of Commerce • Economics and Statistics Administration • U.S. CENSUS BUREAU

## The Census Bureau is an Equal Opportunity Employer.

### WORK A FEW WEEKS AS A CENSUS TAKER

In the near future, the U.S. Census Bureau will conduct a special census in this area. Your community has requested it and will incur the cost. Local residents will be needed to work as census takers. Census takers visit households and collect a few facts about each member such as name, age, relationship to the householder, etc.

### WHY A SPECIAL CENSUS?

Local governments consider up-to-date population information beneficial to residents to determine the allocation of state funds to communities, improved ability to plan for schools, better transportation, and for many other purposes. Unless a special census is taken to provide a more recent population figure, the 2000 census count is used. Your community may benefit from this updated official population count.

### YOUR TRAINING

Before you go to work, you will attend a training session where you will learn the use of census forms and census techniques such as interviewing and map reading. In most cases, your supervisor will train you, assign and review your work, and answer questions.

### YOUR PAY

You will be paid for actual hours of work including time spent in training. You will get specific information about pay from the census supervisor.

### YOUR DUTIES

When you have successfully completed your training, you will be given several neighborhood blocks called "Assignment Areas". Normally, your first assignment will be the area in which you live. You will be provided a map of each Assignment Area and the necessary census forms and materials to do the job. Most of the jobs are in the field, and require you to locate and interview households and record information about the residents. When you accept your appointment, you assume an obligation to stay with the job until your assignment is completed.

**The information you collect is confidential and must not be disclosed to anyone who has not sworn to protect Census Bureau information.**

For more information, contact:

### HOW CAN I QUALIFY FOR CENSUS WORK?

1. United States citizens will be given preference for census jobs. However, noncitizens may be considered if qualified citizens are not available, particularly in areas where bilingual ability is a necessary qualification. You must present documentation of employment eligibility. The types of acceptable documentation are listed on the reverse side of this form.
2. You may be hired if you are 18 years or older. If you are under 18 and a function of the job is to drive, then you cannot be hired. (Those ages 16 and 17 may be hired for positions not involving driving so long as they meet State and local employment requirements.)
3. You must possess a Social Security number.
4. Applicants must take a written test of basic skills (in some areas, the test may be taken in Spanish).
5. Most census jobs require the employee to conduct face-to-face interviews with respondents. This involves visiting respondents in a variety of residence types, asking questions and recording responses.
6. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
7. You should have a satisfactory work record for the past 5-years. Poor job performance or misconduct on a previous job could be a basis for nonselection.
8. If you have had a conviction of a violation of the law since age 18 for something other than a minor traffic violation it could be a basis for nonselection.
9. You may not engage in any partisan political activity while on duty.
10. All non-census employment (including law and regulatory enforcement jobs) will be reviewed on a case-by-case basis for compatibility with Census Bureau employment.
11. Applicants must be available to work days, evenings, and weekends. Since not all people will be home during the day, you will have to visit some homes during the evening and on the weekends. This will usually be not later than 9:00 p.m.

FORM **BC-170B**  
(7-19-2005)

U S C E N S U S B U R E A U

**Instructions on the types of identification to bring to the testing session are on reverse side.**

**How do I complete the BC-170, Census Employment Inquiry?**

1. Print clearly using a black or blue pen. We cannot accept your form if it is not legible. Print neatly in uppercase. For example, 

A	B	C	
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2. Follow the instructions provided with every item. If you do not answer all questions fully and correctly, you may delay the processing of your application.
3. Enter one letter or number within each white block or complete the information on the line provided.

A	B	C	
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Here are a few explanatory notes for some of the items:

**Page 1**

**Section A – Applicant Personal Data**

3. Enter the *State* postal abbreviation for the state in which you live, for example, MS for Mississippi.
8. Enter your *Date of Birth*. For example, enter July 6, 1952 as follows:

<b>Month</b>	<b>Day</b>	<b>Year</b>								
<table border="1" style="display: inline-table;"><tr><td>0</td><td>7</td></tr></table>	0	7	<table border="1" style="display: inline-table;"><tr><td>0</td><td>6</td></tr></table>	0	6	<table border="1" style="display: inline-table;"><tr><td>1</td><td>9</td><td>5</td><td>2</td></tr></table>	1	9	5	2
0	7									
0	6									
1	9	5	2							

**Page 2**

**Section C – Application Data**

- 14a. Enter an (X) in the yes or no response box for: *Are you willing to work in the field?* If you enter "yes" in the response box, you will be considered for positions in the field. These positions include working primarily outside the office environment.
  - b. Enter an (X) in the yes or no response box for: *Are you willing to work in the office?* If you enter "yes" in the response box, you will be considered for positions in the office. These positions include working primarily within the office environment.
- ▶ By entering a yes for both office and field positions, you will be considered for positions in both those areas.

**What is the test like?**

Each applicant interested in Census Bureau employment must take a written test. One such test is called the Field Employee Selection Aid. It consists of 28 questions designed to measure the knowledge, skills, and abilities, required to perform a variety of Census jobs. You will have 30 minutes to complete the multiple choice test. Provided here are some sample questions to help better prepare you for the test. You may also request a practice test to help prepare for the test.

The test is physically accessible to people with disabilities. Requests for reasonable accommodations for persons with disabilities (such as sign language interpretation) should be directed to the contact office.

**Sample Questions**

Review the numbers in Column A to those in Column B. Then answer the question below.

<b>Column A</b>		<b>Column B</b>	
75823	85537	87537	73358
82537	87537	85537	82357
73358		75823	

Which number in Column A has no match?

- (A) 82537                      (C) 97537  
 (B) 85537                      (D) None of the above

ANSWER A

Multiply the numbers below:

- 1.5 x 6.3  
 (A) .945                      (C) 94.5  
 (B) 9.45                      (D) 945

ANSWER B

**Can I receive veterans' preference?**

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive 5-point veterans' preference, applicants must bring a copy of a completed DD-214, Certificate of Release or Discharge from Active Duty, to the testing site. To receive 10-point veterans' preference, applicants must also bring a completed SF-15, Application for Veterans' Preference, with the appropriate documentation as shown on the reverse of the SF-15.

**Identification you need to bring to the testing site**

**EMPLOYMENT ELIGIBILITY VERIFICATION** – The following types of documentation can be used to prove identity and eligibility requirements for employment. Provide one document from List A or one document from List B and from List C to meet Form I-9 requirements.

**LIST A – Documents that Establish Both Identity and Employment Eligibility**

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (*Form N-560 or N-561*)
3. Certificate of Naturalization (*Form N-550 or N-570*)
4. Unexpired foreign passport, with *I-551* stamp or attached *Form I-94* indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (*Form I-151 or I-551*)
6. Unexpired Temporary Resident Card (*Form I-688*)
7. Unexpired Employment Authorization Card (*Form I-688A*)
8. Unexpired Re-entry Permit (*Form I-327*)
9. Unexpired Refugee Travel Document (*Form I-571*)
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (*Form I-688B*)

**LIST B – Documents that Establish Identity**

- OR**
1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  2. ID card issued by Federal, State, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  3. School ID card with a photograph
  4. Voter's registration card
  5. U.S. Military card or draft record
  6. Military dependent's ID card
  7. U.S. Coast Guard Merchant Mariner Card
  8. Native American tribal document
  9. Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

**LIST C – Documents that Establish Employment Eligibility**

1. U.S. Social Security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
2. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
3. Original or certified copy of a birth certificate issued by a State, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (*Form I-197*)
6. ID Card for use of Resident Citizen in the United States (*Form I-179*)
7. Unexpired employment authorization document issued by DHS (*other than those listed under List A*)

The following documents have been **removed** from the list of acceptable identity and work authorization documents:

- Certificate of Naturalization (List A, #3)
- Unexpired Reentry Permit (List A, #8)
- Unexpired Refugee Travel Document (List A, #9).

**SPECIAL NOTE**

- Form I-766 (Employment Authorization Document), although not listed on the 5/31/05 version of the form I-9, is an acceptable List A document #10.
- Form I-151 is no longer an acceptable List A document #5. However, Form I-551 remains an acceptable List A document #5.

FORM BC-170B (7-19-2005)

CENSUS EMPLOYMENT INQUIRY

Section A - APPLICANT PERSONAL DATA

1. Social Security Number

SSN input fields

2. Name

Name input fields: Last Name, First Name, MI

3. Residence address

Residence address input fields: Street address, City, County, State, ZIP Code

4. Mailing address (if different from item 3)

Mailing address input fields: Street address, City, State, ZIP Code

5. Intersecting streets nearest your home

Intersecting streets input fields

6. Telephone number(s)

Telephone number input fields: Day, Evening, Area code, Number, Home/Work options

7. Sex (For statistical use only) Mark (X) one box.

Sex input fields: Female, Male

8. Date of birth

Date of birth input fields: Month, Day, Year

9. Are you a citizen or national of the United States? - If "No," write country of which you are a citizen:

Citizen input fields: Yes, No - Specify country

10. Military Service

a. Do you claim veterans' preference? Mark (X) one box.

Veterans' preference input fields: No preference, Yes - List period(s) of service, Branch, Rank, Awards, Badges, or Campaign medals

b. Veterans' preference categories? Mark (X) one box.

Veterans' preference categories input fields: 5-point preference, 10-point preference (disability, compensable disability, other pref.)

c. Kind of discharge? Mark (X) one box.

Kind of discharge input fields: Honorable or general under honorable conditions, Other - Explain in item 31.

11. FOR MALES ONLY: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must be registered with the Selective Service System. Mark (X) one box.

Male registration input fields: I certify that I am registered, I certify that I am not registered.

FOR OFFICE USE ONLY section: A. Location, B. FIPS State, C. FIPS County, D. Census Tract, E. Census Block, F. Employee class, G. I-9 Code, H. Veteran's proof, I. Language code(s), J. Disposition

NOTE - THE ACCURACY OF YOUR STATEMENTS WILL BE VERIFIED.

**Section A – APPLICANT PERSONAL DATA – Con.**

- 12a. Education – Mark (X) highest education level**
- Some high school – Did not graduate
  - High school diploma/GED
  - Technical degree/Trade school degree or certificate
  - Associate’s degree
  - Bachelor’s degree
  - Master’s degree
  - Doctoral degree

**b. Complete when a Technical/Trade school program, an Associate’s, Bachelor’s, Master’s or Doctoral degree is selected in 12a.**

Total credits earned		Major(s)/Technical or Trade school occupational program	Degree (if any)	Year received
Semester	Quarter			

**Section B – RECRUITING SOURCES**

- 13. How did you learn about census job opportunities? Mark (X) only one.**
- Poster/flyer at civic, community, neighborhood, or religious organization
  - Poster/flyer in public area
  - Community or organization newsletter/newspaper/leader
  - Federal, state, tribal employment office/ Job service and information center
  - Speech/presentation by Census employee
  - Job Fair
  - Friend or relative working for Census
  - Friend or relative not working for Census
  - Newspaper – advertisement
  - Newspaper – article
  - Radio
  - Toll-free Census number or job line
  - Census job mailing or postcard
  - Internet/E-Mail
  - School or college
  - Business/private company
  - TV
  - Other – Specify ↘


**Section C – APPLICATION DATA**

**Most positions require interaction with the public and the collection of sensitive information which may not be disclosed to anyone except for Census Bureau employees.**

- 14a. Are you willing to work in the field?** Field work includes positions primarily outside the office environment.
- Yes  No
- b. Are you willing to work in the office?** Office work includes positions whose work is primarily conducted in the office.
- Yes  No

**15. Have you ever worked on previous census operations?** If yes, indicate dates of employment in item 31.

Yes  No

**16. Are you now employed by a Federal, state, local or tribal government?** If yes, indicate date, and grade level in item 31.

Yes  No

Name of agency →

**17. Do you receive retirement or have you ever applied for retirement pay, pension, or other pay based on Federal civilian or District of Columbia Government service?** If yes, explain in item 31.

Yes  No

**18. Do any of your relatives work for the U.S. Government or the U.S. 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, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister. (If yes, use item 31 to write for each of these relatives, his/her: (a) name; (b) relationship; (c) department, agency, or branch of the Armed Forces.)

Yes  No

**19. Hiring may be based in part on the hours you are available to work.** Indicate your availability by placing "X" in the appropriate box(es) for each day.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>a. Morning (8 a.m. – 12 noon)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b. Afternoon (12 noon – 4 p.m.)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c. Evening (4 p.m. – 9 p.m.)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>d. All of the above</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section D – LANGUAGES**

**20. Some census jobs require the use of a language other than English.** Indicate your ability to speak, read and write other languages by printing "E" for Excellent, "G" for Good and "F" for Fair in the boxes provided below. If you do not speak, read, or write in any other language, skip to question 21.

Language(s)	Speak	Read	Write
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section E – SKILLS AND TRANSPORTATION**

**21a. Do you have computer or data entry experience?**

Yes  No

**b. Indicate the type(s) of transportation available for your use – Mark (X) to all that apply.**

- Automobile
- 4-wheel drive
- Airplane
- Boat
- ATV (All terrain vehicle)
- Other – Describe →
- None

**c. Do you have a valid license to drive?**

Yes  No

**Section F – PRIOR WORK EXPERIENCE**

**22. If you have never worked, mark (X) here** →  **and SKIP to item 26.**

**23. Can we contact your most recent employer?**

- Yes
- No

**24a. Name of your present or most recent employer**

**b. Supervisor's name** (Last name, first name, middle initial)

Last Name

First Name

MI

**c. Address of your present or most recent employer**



City

State

ZIP Code

**d. Telephone number**

Area code Number

**e. Date of employment**

Month Day Year

TO

Month Day Year

**f. Title of position and kind of work done,**  
explain work in item 31.

**g. Salary**

- Hourly
- Weekly
- Monthly
- Yearly

**h. Did you supervise?**

- Yes
- No

**i. Reason for leaving**

  
  


**25a. Name of your next most recent employer**

**b. Supervisor's name** (Last name, first name, middle initial)

Last Name

First Name

MI

**c. Address of next most recent employer**



City

State

ZIP Code

**d. Telephone number**

Area code Number

**e. Date of employment**

Month Day Year

TO

Month Day Year

**f. Title of position and kind of work done,**  
explain work in item 31.

**g. Salary**

- Hourly
- Weekly
- Monthly
- Yearly

**h. Did you supervise?**

- Yes
- No

**i. Reason for leaving**

**Section G – BACKGROUND INFORMATION**

**Answer all questions in items 26 through 30 below. Read each statement carefully before responding.**

**26.** During the past **5 years**, have you been **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, or were you debarred from Federal employment by the Office of Personnel Management or any other agency? **If "YES," use 31 (below) to write for each job a) the name of the employer; b) the approximate date you left the job, and c) an explanation of the problem and the reason for leaving.** Mark (X) one  
 Yes  No

**When answering questions 27 through 30 you may omit:** 1) traffic fines of \$300 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 other conviction for which the record was expunged under Federal or State law. **NOTE:** You must include convictions resulting from a plea of nolo contendere (no contest).

**Important note about questions 27 through 30.** 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, this failure may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution [18 U.S.C. 1001].

**27. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole?** (Include felonies, firearms or explosive violations, misdemeanors, and all other offenses.) *If "YES" use item 31 to provide the date, explanation of the violation, place of occurrence and the name and address of the police department or court involved. [A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violation called misdemeanors under State law which are punishable by imprisonment of two years or less.]*  Yes  No

**28.** Are you **now** under charges for **any** violation of law? *If "YES" use item 31 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.*  Yes  No

**29.** Have you been convicted by a **military court-martial** in the past 10 years? *If no military service, answer "NO." If "YES" use item 31 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.*  Yes  No

**30.** 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.) If "YES", use item 31 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.*  Yes  No

**31. EXPLANATIONS OR ANSWERS TO ITEMS 1 THROUGH 30 – Attach additional listing if needed.**


**Section H – PRIVACY ACT STATEMENT**

Solicitation of this information is authorized by section 23 of title 13, U.S. Code, which authorizes temporary appointments in the Census Bureau. The information will be used primarily to determine your qualifications for employment and may be used also to identify you to other sources asked to comment on your qualifications, e.g., educational institutions, former employers, and law enforcement agencies, or to a court during legal proceedings.

We must have your Social Security Number (SSN) to keep our records straight because other people may have the same name and birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The furnishing of all the information is voluntary, but failure to provide any part or all of the data requested will result in your receiving no further consideration for employment.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0139, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0139" as the subject.

The eight digit OMB control number on the first page of this form confirms our authority to collect this information.

**Section I – SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION**

**YOU MUST SIGN THIS APPLICATION IN DARK INK. 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). 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.**

Signature	Date signed
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