

Knowledges, Skills, and Abilities (KSA) Supplemental Form

This form is to be used to address the KSAs identified in the vacancy announcement for the job for which you are applying. Please indicate the KSA you are addressing and then provide evidence of the experience, training, education, outside activities, or awards you have received which demonstrate your possession of the KSA. Completion of this form is optional, however, the form is strongly encouraged, as failure to address the KSAs may adversely affect your final rating. Additional continuation sheets may be attached.

PRIVACY ACT STATEMENT: The Office of Personnel Management is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5 Management to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you provide on this form and associated application forms to evaluate your education and work skills to determine your qualifications for a Federal job.

The information you provide may also be given to Federal, State, and local agencies for checking on law violations or for other lawful purposes. Your name and address may be sent to State and local Government agencies, congressional and other public offices, and public international organizations, if they request names of people to consider for employment. Your school placement office may also be notified, if you are selected for a Federal job.

Knowledge, Skill, or Ability

Evidence of KSA

Knowledge, Skill, or Ability

Evidence of KSA

Announcement No.	Position Title/Series/Grade	
I certify that, to the best of my knowledge and belief all of my statements are true, correct, complete, and made in good faith.	Applicant's Signature	Date

