

## **DC2000 Form Instructions**

### **Section 1- Position Vacancy Information**

Indicate position title, "Intern". Do not fill out the "Vacancy Announcement Number."

### **Section 2. Personal Data**

Must complete all required fields.

### **Section 3-D.C Employment History and Availability**

Indicate District Government employment history. If this is your first time as a DC Government employee, check "never" under Section A, check fields (IF APPLICABLE) under sections B & C. You must provide a start date.

### **Section 4-Residency**

Skip field.

### **Section 5-Military Service and Veterans Preference**

Skip field.

### **Section 6-Education**

List all High Schools and Colleges attended or currently attending.

### **Section 7-Training**

List relevant training or certificates (if not included on resume).

### **Section 8-Language Capabilities**

List all relevant languages.

### **Section 9-Work Experience**

List all work experience (paid or unpaid) relevant to this internship (if not included on resume).

### **Section 10-Background Information**

Complete all required fields.

### **Section 11-Application Signature**

Sign and date application accordingly.

### **Ranking Factors:**

DO NOT COMPLETE RANKING FACTORS.

**Upon completion of DC2000 form**, scan and e-mail to [aida.gueye2@dc.gov](mailto:aida.gueye2@dc.gov).