

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.