

U.S. ARMY ENGINEER REGIMENT DIRECT COMMISSIONING APPLICATION

CHECKLIST:

- Completed or filled version of this application form. (required)
- Cover letter or sample writing. Highlight strengths and experience that you believe qualify you for this program. (required)
- Most recent resume or up-to-date curriculum vitae. (required)
- A recent full-length professional photograph (optional in the initial phase but may be required later).
- Transcripts of undergraduate and graduate education. A minimum of Bachelor's degree is mandatory. (required)
- Proof of relevant professional certifications and/or certificates of completion for training. (required)
- Prior military service documents, if applicable. (required)
- Letter(s) of recommendation. If currently serving in the military, one letter of recommendation must be from an O-5 or above within your Chain of Command. (required)
- Proof of U.S. citizenship (valid U.S. Passport, U.S. Birth Certificate, Consular Report of Birth Abroad (FS-240), Naturalization Certificate, or Certificate of Citizenship) (required)

IMPORTANT NOTES:

- Applicant must be a U.S. Citizen. Non-U.S. Citizens or Dual Citizens are not eligible.
- Persons on Active Duty in any Branch of Military Service are not eligible for this program.
- Send your application and supporting documents to **usarmy.leonardwood.engineer-schl.mbx.epdo@army.mil**. After your application is sent, you will receive an email confirming receipt of your application packet within seven business days. Additional instructions and packet status notifications will follow if/when appropriate.
- If your experiences align with the specified requirements, you will be contacted by an Army Engineer Regiment representative to schedule the interview process.

APPLICATION FORM

Demographic questions are optional, but your answers assist us with processing your application. Sign and date the form when complete.

Applicant's Details

First: _____ MI: _____ Last: _____

City: _____ State: _____ Age: _____

Sex/Gender: _____

Phone #: _____ Email: _____

How would you describe yourself? (Race or Ethnicity): _____

How did you hear about this program? _____

Have you EVER been arrested; charged, convicted or sentenced for a crime; or currently on probation or parole? YES NO

If yes, please describe the crime, state nature of the crime(s), when and where convicted, and disposition of the case:

If hired, are you willing to submit to and pass a controlled substance test? YES NO

How do you rate your current health? _____

Note: Certain conditions may disqualify people from entering military service (e.g. depression, ADHD requiring medication, obesity, major health issues) Speak with a recruiter early in the application process if you have a disqualifying condition.

Citizenship(s): _____ (Reminder: Non-U.S. citizens and dual citizens are ineligible.)

EDUCATION, TRAINING AND EXPERIENCE

Include a copy of all college transcripts, professional certifications, etc. List most recent education first.

College/University 1:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ Graduation Date: _____ Years Completed: _____

Did you graduate? YES NO

College/University 2:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ Graduation Date: _____ Years Completed: _____

Did you graduate? YES NO

College/University 3:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ Graduation Date: _____ Years Completed: _____

Did you graduate? [] YES [] NO

College/University 4:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ Graduation Date: _____ Years Completed: _____

Did you graduate? [] YES [] NO

MILITARY SERVICE:

If applicable, include a copy of your DD214 (Proof of Military Service) and/or other official documents confirming proof of military service/discharge.

Status: _____ Branch: _____

Rank/Grade: _____ Total Years of Service (as stated in DD214): _____ year(s) _____ month(s)

MOS/AOC/FA (print or type): _____

Duties:

If applicable, type of military discharge:

ARMY SERVICE COMPONENT OF INTEREST:

I am seeking commission into: _____

Select your requirement preference: _____

Note: It is mandatory to select a preference from the available requirements given in the previous drop-down list. This list may change according to the needs of the Army.

Detail the skills and qualifications you have acquired to include licenses, training, certifications, and awards that make you a match for the requirement preference:

Do you speak, write or understand any foreign language(s)? [] YES [] NO

If yes, give the language(s) and your level of fluency:

EMPLOYMENT HISTORY

Detail your employment history during the previous five years and account for any gaps in employment during that period. List most recent employment first. Additional employment history pages are available for download, if needed.

Are you currently employed? [] YES [] NO

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

City: _____ State: _____

Length of Employment (Include Dates): _____

Position(s) & duties:

Reasoning for leaving: _____

May we contact this employer? [] YES [] NO

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

City: _____ State: _____

Length of Employment (Include Dates): _____

Position(s) & duties:

Reasoning for leaving: _____

May we contact this employer? YES NO

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

City: _____ State: _____

Length of Employment (Include Dates): _____

Position(s) & duties:

Reasoning for leaving: _____

May we contact this employer? YES NO

PROFESSIONAL REFERENCES

List at least three people who have extensive knowledge of your experience. Please include professional references only.

Name (Last, First): _____

Telephone Number: _____ Occupation/Title: _____

Number of Years Acquainted: _____

Name (Last, First): _____

Telephone Number: _____ Occupation/Title: _____

Number of Years Acquainted: _____

Name (Last, First): _____

Telephone Number: _____ Occupation/Title: _____

Number of Years Acquainted: _____

SECURITY CLEARANCE

Do you currently hold a valid U.S. Government issued SECRET (or above) security clearance? [] YES [] NO

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if am hired. I authorize the verification of all information listed above.

Signature: _____ Date: _____