

local office may examine the Application Answer Sheet for completeness, and minimum qualifications for CAUSE II. If the applicant does not report before the time scheduled for the national CAUSE test, the following procedures should be carried out immediately following the testing:

1. Completeness. The Application Answer Sheet should be examined to insure that there is one choice marked for each of the 124 items, that there is no more than one choice marked for any item, and that there are no more than 124 items answered. The applicant may correct his answer sheet if he has marked more than one answer for an item, or if he has left out an item. Erasures are permitted, but they must be clean and thorough. Make sure applicant has used a soft pencil.

2. Name. Applicant's name, social security number, and address must be entered in the appropriate places on the answer sheet. If the applicant has no social security number, leave the space blank.

3. Condition of the Answer Sheet. The answer sheet may be folded, if it is a neat fold. If the answer sheet is torn or irregularly creased, it must be redone on a fresh sheet.

4. Minimum qualifications. All applicants for the Counselor Trainee and Master Degree Counselor levels must be citizens of the United States have attained at least a bachelor's degree (candidates will be classified by the data processing machines in the higher class, on the basis of other information contained in the application), and be at least 21 years of age. Citizenship is indicated by the applicant's response to question 3. To qualify, he must have marked choice D. Degree is indicated by his response to question 4, in which he must have marked any choice other than A. If he has marked choice E (professional or other degree), interview the applicant to make sure that he has at least a bachelor's degree. The answer sheets of applicants who do not qualify under these terms are to be retained by the local office, for forwarding to the CAUSE II Selection Office at a date to be announced later.

The applicant must enter his age on the Application Answer Sheet, in the "Birth Date" code box in the upper right corner of the page. In the two empty boxes under the word Month, have the applicant enter the number of the month of his birth. If the number is two digits, he should put the first digit in the first box, and the second in the second box. There should be no more than one digit per box. If the month is a one-digit number, it should be placed in the second box of the two (See the examples below). The applicant should enter the day of his birth in the two boxes under the word Day, again using the first box for the first digit and second for the second digit, or for a single-digit day. The third entry is the year of birth, to be entered in the two boxes under the heading Year (using only the last two digits of the year of birth). When these dates have been entered, and if the applicant is 21 years of age or older, have the applicant blacken in the spaces in the columns under the numbers he has entered, in the spaces matching the numbers he has entered into the boxes.