



How to Apply to Forest Service On-Site Hiring Events Veteran’s, Schedule A, Peace Corps, other excepted service hiring authorities

DOCUMENTS NEEDED FOR A COMPLETE APPLICATION PACKET: Applicants must apply in person. Applicants must be U.S. Citizens.

Bring two (2) copies of each: Include at least 3 reference checks

1. Cover Letter (optional)
 - Don’t make the reader guess what you are asking for; be specific.
 - Convince the reader to look at your resume; use examples.
 - Call attention to elements of your education, leadership or work experience relevant to the position you are seeking.
 - Provide or refer to any information specifically requested in a job advertisement that might not be covered in your resume.
2. Resume (required)
 - Qualitative (competencies achieved) and quantitative (specific dates of employment or experience)
 - Be as in-depth and in-detailed as possible
 - Sell yourself in the resume
 - Tailor your resume to the position you are applying to
 - Tell the reader:
 - What you did
 - How you did it
 - What tools you used
 - What the outcome was (use verbs to describe your achievements)
3. Transcripts (required if positive education requirements are noted per occupational series) – ***Transcripts can be unofficial, however if a job offer is extended official transcripts must be submitted prior to appointment.***
 - University name
 - Student name
 - Courses completed and enrolled with credits listed
 - GPA or academic standing
 - For all degrees, not just the one you are currently enrolled in
4. If declaring Veteran’s preference/status (required): DD-214, SF-15 or VA documentation.
5. If applying as a Schedule A applicant (required): Schedule A letter certifying applicant they meet the criteria set forth in 5 CFR 213.3102 (u). Medical documentation will not be accepted.
6. If applying under Peace Corps (required): Letter from Peace Corps stating ending date of volunteer service.

General Schedule (salary) Grade Level Qualifications:

| GRADE | LEVEL OF EDUCATION |
|-------|---|
| GS-3 | Completion of 1 full academic year of post-high school study. |
| GS-4 | Completion of 2 full academic years of post-high school study or an associate's degree. |
| GS-5 | Completion of 4 academic years of post-high school leading to a bachelor’s degree or equivalent degree. |
| GS-7 | Completion of 1 full academic year of graduate level education and completion of a bachelor’s degree. |
| GS-9 | Completion of 2 academic years of graduate level education, a master’s degree or equivalent graduate degree. |
| GS-11 | For research positions, completion of all requirements for a master’s or equivalent graduate degree. For non-research positions, completion of all requirements for a PhD or equivalent degree. |

Salary tables can be found on the following OPM site: www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/