



APPLYING FOR TEMPORARY FIRE POSITIONS WITH THE US FOREST SERVICE VIA USAJOBS

* * * * *

The Forest Service utilizes USAJOBS, which is the Federal Government's official job search website.

The internet address is: www.usajobs.gov . Once on their website, you need to click in the upper right corner on **Create an Account**. Here you will be required to create a profile, with a username and password, where you will describe your work experience and your level of education within "Resume Builder".

Note: when applying for a Federal job, you should be very detailed and precise in describing your work experience. Always remember the personnelists who will be qualifying your application *cannot assume* you have specific experiences or knowledge; you must say it in writing. You will also have the option of attaching additional separate resumes to your profile. This is a good idea since you will not be limited to 5,000 characters as you are in the Resume Builder narrative blocks. You can have a total of 5 separate resumes in your profile, including the one created in Resume Builder. You will be required to attach any certificates to document your knowledge and training.

Once your profile is complete, you can begin applying for jobs!

- Click Search Jobs tab in the upper left of the screen.
- Enter the announcement number in the KEYWORD window.
- Hit **Search** to start the process.

- After the page changes, click on the job title, for example: [Forestry Aid](#) or [Forestry Technician](#).
- After the page changes again, on the right side of the screen click [Apply Online](#).
- Follow the instructions and make sure your resume and necessary attachments are included before submitting application.

In the application process, if you check the box saying you had a GPA of 2.75 or higher in high school or college, you will be required to attach documentation to verify your claim i.e. high school report card or college transcripts. If you have a college degree and are using education plus experience to qualify, you must attach college transcripts however they do not have to be official.

Each forest will have its own vacancy announcements and you are allowed to apply to as many different jobs and duty locations as you desire.