

## Boise National Forest 2009 Wildland Firefighting Application Instructions

The recruitment and application process for all seasonal jobs with the USDA Forest Service are through a computerized centralized nationwide program. Applications must be completed online utilizing Avue Digital Services. Each applicant will have his or her own profile, so updating and or changing personal information will be more convenient. There are various vacancy announcements, so be sure you are applying to the job you want (listed in Table 1). You will have to submit a separate application for each position you are interested in.

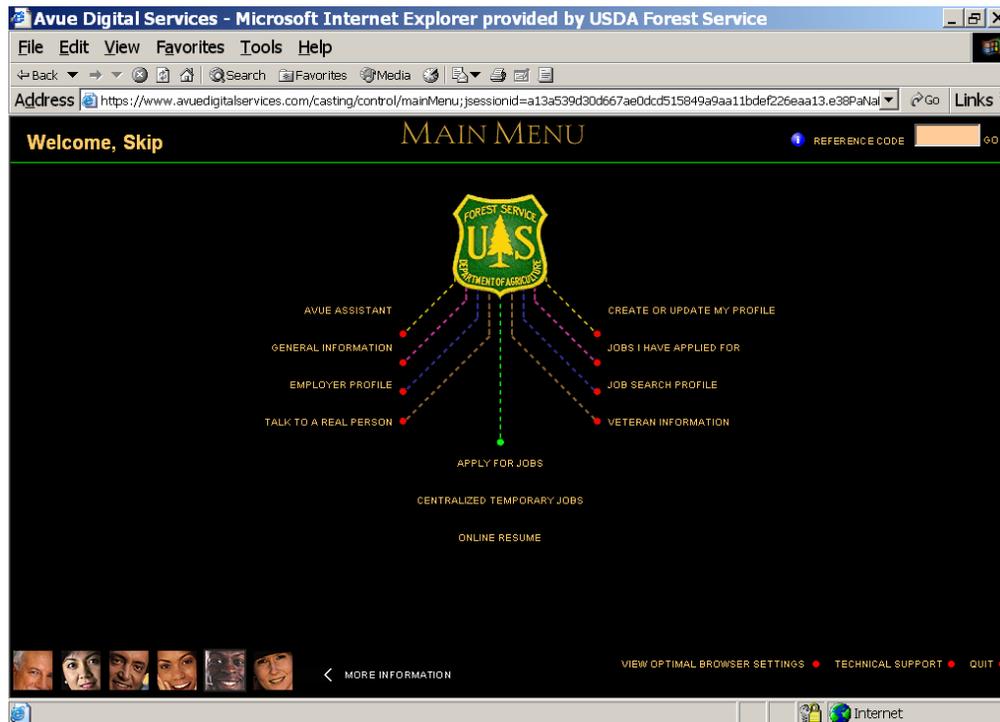
<b>Crew</b>	<b>SUPERVISOR</b>	<b>PHONE</b>	<b>STATION</b>	<b>JOB TITLE</b>	<b>ANNOUNCEMENT</b>
Idaho City Hotshots	Brian Cardoza	208-392-6764	Idaho City	FORESTY TECHNICIAN (Hotshots/Handcrew)	DE-OCR-0462-5-HSHC DE-OCR-0462-4-HSHC DE-OCR-0462-3-FIRE
Boise Hotshots	Matt Ziegler	208-462-3241	Garden Valley		
Lucky Peak Helitack	Don Campbell	208-373-4277	Lucky Peak	FORESTY TECHNICIAN (Helitack)	DE-OCR-0462-5-HLTK DE-OCR-0462-4-HLTK
Garden Valley Helitack	Rick Dunlap	208-462-3241	Garden Valley		
Handcrew 3	Mike Black	208-392-3705	Idaho City	FORESTY TECHNICIAN (Hotshots/Handcrew)	DE-OCR-0462-5-HSHC DE-OCR-0462-4-HSHC DE-OCR-0462-3-FIRE
Handcrew 11	Logan Blakenship	208-373-4414	Featherville		
Handcrew 5	Guy Blom	208-259-3361	Lowman		
Handcrew 41	Tim Dulhanty	208-382-7400	Cascade		
Engine 31	Todd DeMasters	208-392-3706	Idaho City	FORESTY TECHNICIAN (Fire Engine Operator)	DE-OCR-0462-5-FEO DE-OCR-0462-4-FEO DE-OCR-0462-3-FIRE
Engine 21	Mike Brady	208-373-4414	Lucky Peak		
Engine 11	Robert Smolczynski	208-373-4414	Featherville		
Engine 61	Tom Schultz	208-462-3241	Garden Valley		
Engine 51	Colin Good	208-259-3361	Lowman		
Engine 42	James Brown	208-382-7400	Cascade		
Battalion Chief 3	Russ Long	208-392-3706	Idaho City	USDA Forest Service 1249 South Vinnell Way Boise, ID 83709	Evans Kuo South Zone FMO Phone: 208-384-3215 Fax: 208-384-3230
Battalion Chief 1	Albert Linch	208-587-7853	Mountain Home		
Battalion Chief 5	Rex Miller	208-259-3361	Loman		
Battalion Chief 4	Mike Theisen	208-382-7400	Cascade		
Battalion Chief 6	Tony DeMasters	208-462-3241	Garden Valley		

**Table 1: Hiring Information for the Boise National Forest**

**Ignore this page the Announcement #'s are wrong.**

The following steps will guide you through the application process for a seasonal firefighting position.

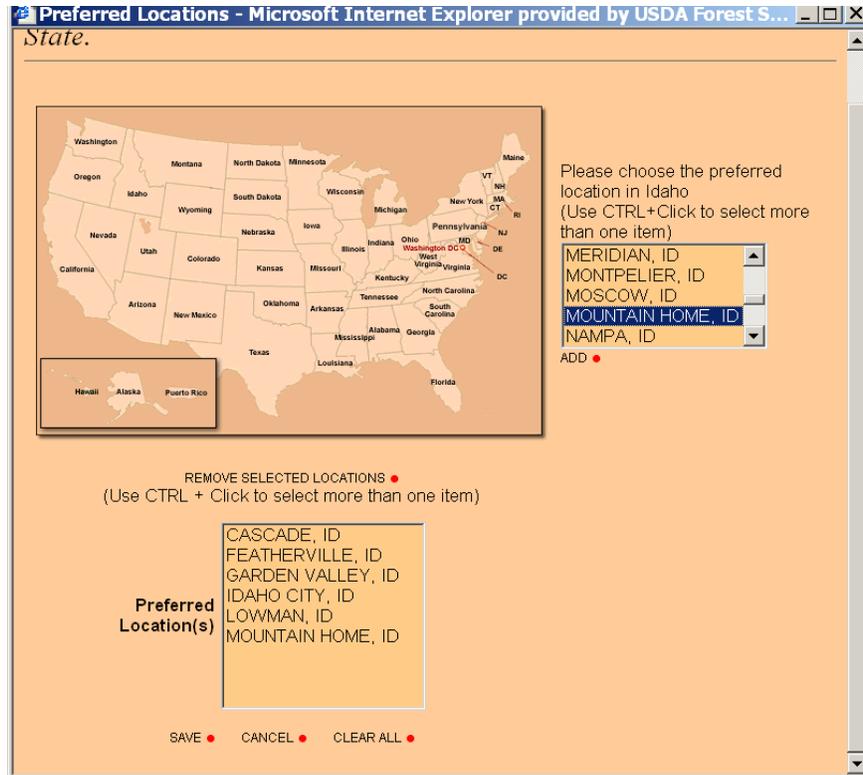
1. Log on to <http://www.avuedigitalservices.com/usfs/applicant.html>
2. Click on the Forest Service shield logo. (Note: you will get a message that you are being directed to a log in page.)
3. Next Screen: **LOGIN**. Click "[New user registration](#)".
4. Next Screen **NEW USER REGISTRATION**. Fill in required boxes to create your user profile. Click "[Save this Information](#)".
5. Next Screen: **HOW DID YOU FIND US**. Select your response and Click "[Save This Information](#)".
6. Next Screen: **MAIN MENU**. Click "[Create or Update My Profile](#)".



7. Next Screen: **PERSONAL INFORMATION**. Complete screen. Click "[Save this Information](#)".

8. Next Screen: **APPLICANT INFORMATION SCREEN.**

The first box is "**Preferred Locations**" Click on "**Edit Locations**" and navigate to: Cascade, Featherville, Garden Valley, Idaho City, Lowman, Mountain Home or the location of your choice. (Note: Utilize this step to include any location that you are interested in applying for employment. For example by adding IDAHO CITY, ID you will begin the eligibility process for the following crews: Idaho City Hotshots, Handcrew 3 and Engine 31. Reference Table 1 above.)



Click "**Add**" and "**Save**".

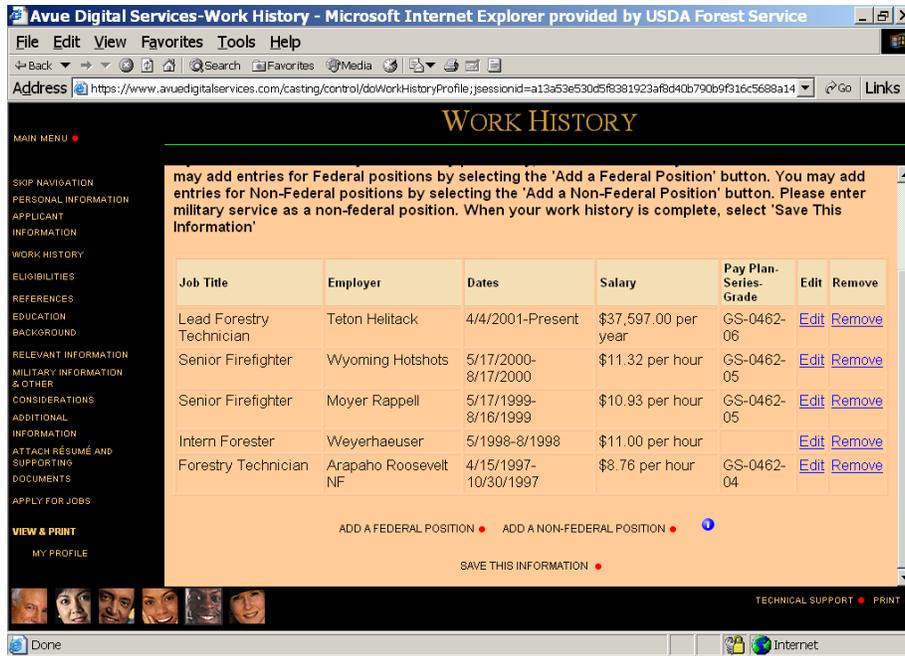
The Second box is Time Limit. Select "**Temporary**" for seasonal jobs.

Third box is Work Schedule. Select "**Full Time**" and "**Seasonal**".

Click "**Save This Information**".

9. Next Screen: **WORK HISTORY.**

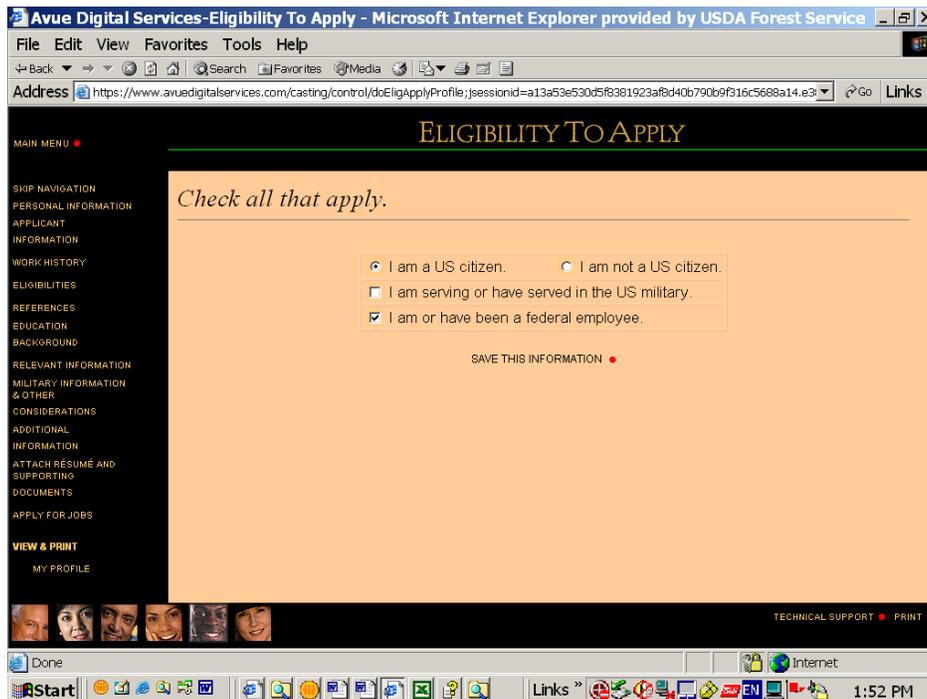
To add information click "**Add a Federal Position**" or "**Add A Non-Federal Position**". Fill out work history. If you worked as a federal employee make sure you enter the pay plan, series, and grade. For example pay plan: GS; series: 0462; and grade: 04. Click "**update**" at the bottom of the page.



Complete this process for each job you want to include in your work history.

When complete click "Save this Information."

10. Next Screen: **ELIGIBILITY TO APPLY**. Check all that apply; then click "Save This Information".



11. Next Screen: **REFERENCES**. Complete and click "[Save This Information](#)."
12. Next Screen: **EDUCATION**. Fill out all that apply including High School. Click "[Save This Information](#)"
13. Next Screen: **RELEVANT INFORMATION**. This is where you list awards, community service, training, etc. Be sure to list S-courses under "Training" and red card qualifications under "Certifications." Click "[Add](#)" to list information. Click "[Save This Information](#)."
14. Next Screen: **OTHER CONSIDERATIONS**. For military experience, security clearance and recent performance ratings. Complete and click "[Save This Information](#)."
15. Next Screen: **ADDITIONAL INFORMATION**. For performance appraisal ratings, special skills or competencies, or any other job related details not covered elsewhere. Click "[Save This Information](#)."
16. Next Screen: **SUPPORTING DOCUMENTATION**. You can attach documents such as transcripts, veterans' preference, resumes or any other supporting documents. Or click "[Save This Information](#)" and go on. (Note: there is limited space so utilize .pdf or .doc files)
17. Next Screen: **APPLY FOR JOBS**. Click "[Apply for Jobs](#)."
18. Next Screen: **VACANCY LIST**. Then, click "**REFINE SEARCH**" located in left side menu.
19. Next Screen: **REFINE SEARCH**. Then scroll down and fill in the Announcement Number for the equivalent job listed in the tables above. Click "[Submit](#)."

**REFINE SEARCH**

MAIN MENU

Series and Grade

Series	Grade Range
<input type="text"/>	<input type="text"/> To <input type="text"/>
<input type="text"/>	<input type="text"/>

Announcement Number

DE-OCR-0462-5-HSHC

DE-OCR-0462-4-HLTK

DE-OCR-0462-3-FIRE

SUBMIT • RESET

TECHNICAL SUPPORT

Done Internet

20. Next Screen: **VACANCY LIST**. Click on the vacancy announcement and then click "**Apply Now**" located in the left side menu.

The screenshot shows a Microsoft Internet Explorer browser window displaying a job announcement page. The browser's address bar shows the URL: <https://www.avuedigitalservices.com/casting/control/blueViewVac;jsessionid=a13a53e530d5f8381923af8d40b790b9f316c5688a14.e38PaN>. The page title is "ANNOUNCEMENT SUMMARY".

The main content area is titled "USDA Forest Service" and "Forestry Technician (hotshot/handcrew), GS-0462-05". It lists the following details:

ANNOUNCEMENT NUMBER:	DE-OCR-0462-5-HSHC	APPLICATION DEADLINE:	None
JOB LOCATION:	Multiple locations throughout the Forest Service.	WORK SCHEDULE:	Full Time
SALARY RANGE:	\$13.83-\$13.83	OPEN DATE:	12-17-2007
TIME LIMIT:	Temporary, not to exceed 6 Months	WHO MAY APPLY:	US citizens
NUMBER OF VACANCIES:	160	PROMOTION POTENTIAL:	05

Below the details is a "NOTES:" section with the following text: "This position requires no less than a total of three months (90 days) of on-the-line wildland firefighting experience gained through containment, control, suppression or use of wildland fire. There must be sufficient information in the application or resume to verify that you meet this requirement."

The left side menu includes the following items: MAIN MENU, SKIP NAVIGATION, RETURN TO VACANCY LIST, JOB POSTING INFORMATION (SUMMARY, FULL JOB DESCRIPTION, QUALIFICATIONS, OTHER RELEVANT INFORMATION, LEGAL NOTICES, PUBLIC NOTICE VACANCY ANNOUNCEMENT), APPLICATION PROCESS, APPLY NOW, and EMAIL THIS JOB TO A FRIEND. The "APPLY NOW" item is highlighted in red.

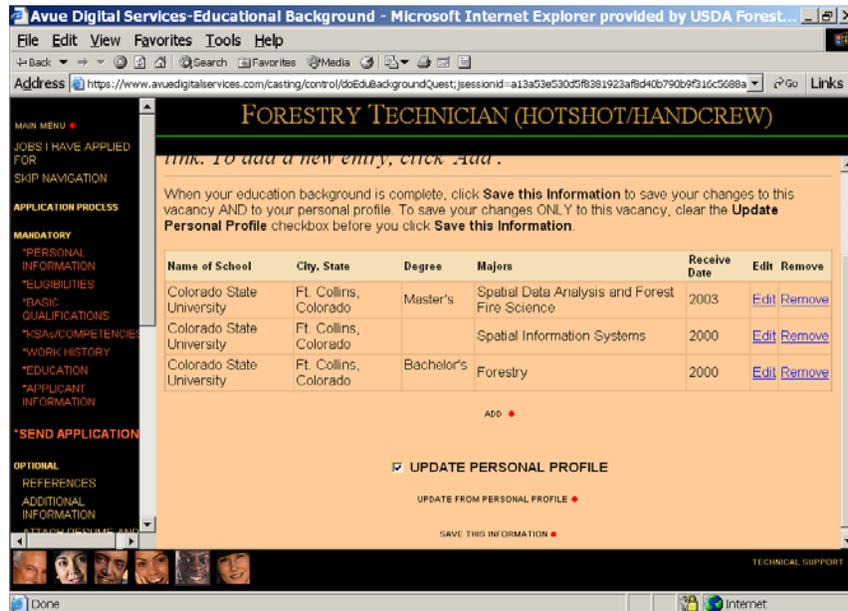
The browser's status bar at the bottom shows "Done" and "Internet".

21. From here go to left side menu and fill out all of the seven "**MANDATORY**" fields. Items in red indicate the item is incomplete. These fields will turn white when complete and need to be done before you can send.

(Note: "**BASIC QUALIFICATIONS**" select all boxes that apply.)

(Note: If the "**APPLICANT INFORMATION**" is not complete go back to step 8 and complete again.)

22. If any updates are completed in “**WORK HISTORY**” and “**EDUCATION**”, click on “**UPDATE PERSONAL PROFILE.**” Complete and click "**Save This Information.**"



23. Look over “**OPTIONAL**” in the left side menu and add anything you think is important.

24. Click on “**THIS APPLICATION**” in the left side menu and review all information before sending. Complete and click "**SEND APPLICATION**".

25. You should get an e-mail response back from AVUE quickly that says they received your application.

## Qualifications

GS-0462-03 High School Diploma and no wildland experience and other work experience

GS-0462-04 At least 6 months wildland experience at the GS-0462-3 level and 6 months other experience and high school diploma

GS-0462-05 At least 6 months wildland experience at the GS-0462-4 level