

**How to Apply for a Job in www.USAJOBS.gov
Forest Service (FS) Human Resources (HR)
August 30, 2012**

Apply for a Job

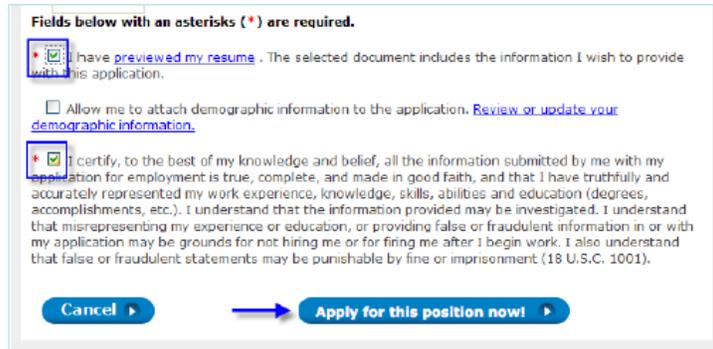
- To apply for a job, click the **Apply Online** button near the top of the right column.



- Under **Resume**, click to select one of the résumés you previously uploaded to USAJOBS (or upload a new résumé).



3. On the same screen, select the two required checkboxes (marked with asterisks), and then click the **Apply for this position now!** button.
 - The second box, attach demographic information, is optional, but when checked, will pull demographic information from USAJOBS to the application.



Fields below with an asterisks (*) are required.

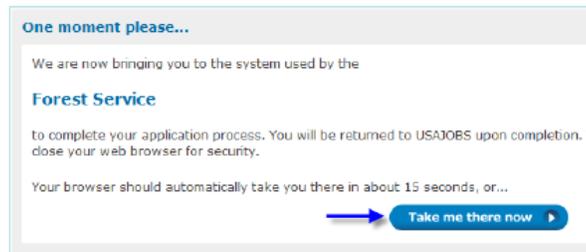
I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.

Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Cancel](#) [Apply for this position now!](#)

4. Wait for USAJOBS to redirect you to the application page, or click the **Take me there now** button



One moment please...

We are now bringing you to the system used by the

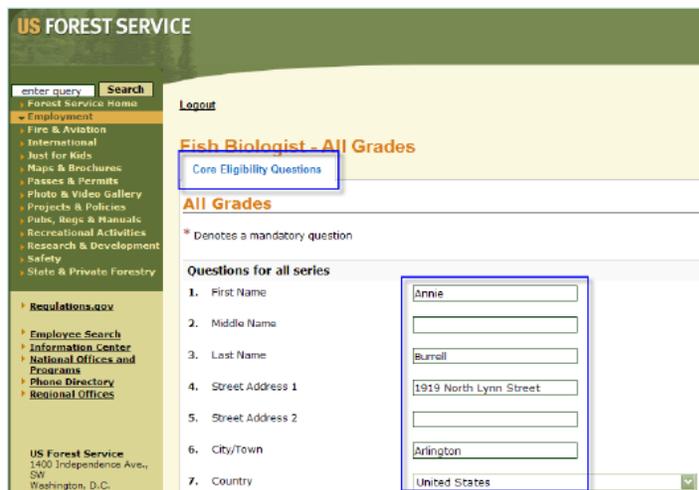
Forest Service

to complete your application process. You will be returned to USAJOBS upon completion. If close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

[Take me there now](#)

5. You are directed to the **Core Eligibility Questions** page. Information from your USAJOBS profile populates some of the fields on this screen.



US FOREST SERVICE

enter query [Search](#)

Forest Service Home
Employment
Fire & Aviation
International
Just for Kids
Maps & Brochures
Passes & Permits
Photo & Video Gallery
Projects & Policies
Pubs, Raps & Manuals
Recreational Activities
Research & Development
Safety
State & Private Forestry

Regulations.gov
Employee Search
Information Center
National Offices and Programs
Phone Directory
Regional Offices

US Forest Service
1400 Independence Ave., SW
Washington, D.C. 20250

Logout

Fish Biologist - All Grades

[Core Eligibility Questions](#)

All Grades

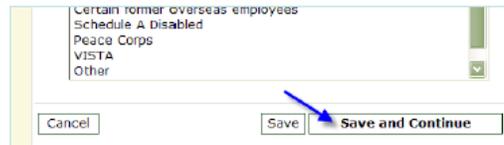
* Denotes a mandatory question

Questions for all series

1. First Name
2. Middle Name
3. Last Name
4. Street Address 1
5. Street Address 2
6. City/Town
7. Country

Fill in additional fields and/or upload recommended documents. Required fields are marked with an asterisk. Validate prepopulated data; if incorrect, refer to USAJOBS to update personal information.

6. Click the **Save and Continue** button to proceed to the next screen



7. You are directed to the **Application Preferences** page.

- Select any Grade, Series or Location preferences available for the job you are applying for (in the screen shot below, only Location preferences are available to select).

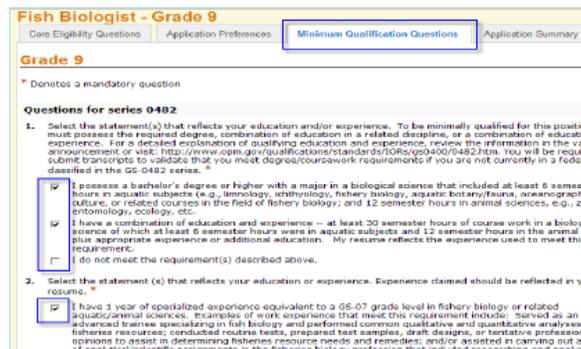


8. Next, click the **Save and Continue** button to proceed to the next screen.

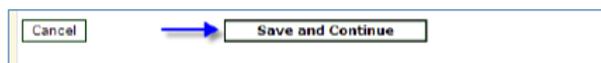


9. You are directed to the **Minimum Qualifications** page.

- Respond to the Questions by selecting the appropriate **checkboxes**.



10. Click the **Save and Continue** button to proceed to the next screen.



- You are directed to the **Assessment Questions** page. Respond to the assessment questions by selecting the appropriate fields.

- Click the **Save and Continue** button at the bottom of the screen.

- You are directed to the **Application Summary** page. Here, you can review your application and/or return to any page in the application. You can also print a copy of your application by clicking the **Print Summary** link.

- Once your application is complete and ready to submit, click the **Submit Application Now** button.

- You are directed to a confirmation page. Click the **Submit Now** button.

16. Your application form is confirmed as **Completed and Submitted**.



Grade	Status
GS-9	Application Received

- The applicant can now close the window.
- At any time, you may withdraw your application from consideration by clicking the **Withdraw Application** button. **Warning**—if you withdraw from an Open Continuous Recruitment (OCR) announcement, you are completely removing yourself from consideration for that announcement.
- Prior to the Vacancy Close Date, you may change your application by clicking the **Edit Application** button.
- For additional support, create a case with the HRM Contact Center:
1-877-372-7248 (select option 2), ASC_HCM_Contact_Center@fs.fed.us