

HOW TO APPLY TO A PATHWAYS POSITION ON USA JOBS

After you've created a profile on USAJobs and uploaded your resume, transcripts and other documents you're ready to search for Intern positions

Click on Advanced Search

Type in Student Trainee at keyword search

If you want to search by location or agency click on appropriate state and agency. You can also search by city.

When searching by agency you'll need to know what department the agency reports to. For example, Forest Service reports to the Department of Agriculture.

Click on Search Jobs

The screenshot shows the USAJOBS Advanced Search interface. Yellow arrows point to the following elements:

- Keyword Search:** The text "Student Trainee" is entered in the search box.
- Location Search:** The "United States" dropdown is selected, and "United States" is added to the list of locations.
- Agency Search:** The "Department of Agriculture" is selected in the "Choose Department" dropdown, and "All Department Of Agriculture" is added to the list of agencies.
- Occupational Series:** The "Agricultural Market Reorientation (1147)" series is selected.
- Search Buttons:** The "Search Jobs" button is highlighted.

Other visible search criteria include:

- Pay Grade (GS):** Two dropdown menus for selecting a grade range.
- Salary Range:** Two dropdown menus for selecting a salary range.
- Applicant Eligibility:** A section with checkboxes for "Are you:" followed by several criteria.
- Show only Senior Executive Service postings?** Radio buttons for Yes/No.
- Exclude postings for jobs open longer than 30 days?** Radio buttons for Yes/No.
- Sort Results By:** Radio buttons for Key Word Relevance and Date.
- Type of Work:** Checkboxes for Permanent, Temporary, Term, Detail, ICTAP Only, and Student.
- Work Schedule:** Checkboxes for Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing, and Multiple Schedules.
- Show Jobs Posted:** A dropdown menu set to "All Jobs".

At the bottom, there are links for Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USAJOBS. A footer note states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

The results of your search show all the student trainee positions currently being advertised by various agencies within the Department of Agriculture.

To apply, simply click on the position you're interested in.

The screenshot displays the USAJOBS search results page for 'Student Trainee' positions. The page is organized into a sidebar on the left and a main content area on the right. The sidebar includes a 'You Added' section with filters for 'Student Trainee' and 'Department of Agriculture', and a 'Refine Your Results' section with filters for 'Job Category', 'Salary', 'Work Agencies', 'Work Schedule', 'Work Type', and 'Posting Date'. The main content area shows a list of 24 results, with the first 10 visible. Each result includes a job title, a brief description, and key details such as 'Department', 'Agency', 'Open Period', 'Who May Apply', 'Location(s)', 'Salary', 'Benefits & Grantees', 'Position Info', 'Control Number', and 'JSA Number'. The results are sorted by relevance, and the page number 'Page 1 of 3' is visible at the bottom right.

Job Title	Department	Agency	Open Period	Who May Apply	Location(s)	Salary	Benefits & Grantees	Position Info	Control Number	JSA Number
Student Trainee (Forestry)	Department of Agriculture	Forest Service	10/30/2012 to 10/30/2012	Student/Internship Program Eligible Students who are currently enrolled or will be enrolled in a...	Portland, Oregon	\$16,284.00 - \$16,284.00 / Per Year	None	Public Schedule - Interim	100000000	10-0000000-100000000
Student Trainee (Forestry)	Department of Agriculture	Forest Service	10/30/2012 to 10/30/2012	Student/Internship Program Eligible Students who are currently enrolled or will be enrolled in a...	Portland, Oregon	\$16,284.00 - \$16,284.00 / Per Year	None	Public Schedule - Interim	100000000	10-0000000-100000000
Student Trainee (Forestry Tech)	Department of Agriculture	Forest Service	10/30/2012 to 10/30/2012	Student/Internship Program Eligible Students who are currently enrolled or will be enrolled in a...	Portland, Oregon	\$16,284.00 - \$16,284.00 / Per Year	None	Public Schedule - Interim	100000000	10-0000000-100000000
Student Trainee (Forestry)	Department of Agriculture	Forest Service	10/30/2012 to 10/30/2012	Student/Internship Program Eligible Students who are currently enrolled or will be enrolled in a...	Portland, Oregon	\$16,284.00 - \$16,284.00 / Per Year	None	Public Schedule - Interim	100000000	10-0000000-100000000
Student Trainee (Forestry)	Department of Agriculture	Forest Service	10/30/2012 to 10/30/2012	Student/Internship Program Eligible Students who are currently enrolled or will be enrolled in a...	Portland, Oregon	\$16,284.00 - \$16,284.00 / Per Year	None	Public Schedule - Interim	100000000	10-0000000-100000000
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Click on each tab to learn more about the position.

Working for the Great Outdoors
USDA FOREST SERVICE

Job Title: Student Trainee (Forestry)
Department: Department of Agriculture
Agency: Forest Service
Job Announcement Number: 13-06570000-10917API-SM

SALARY RANGE: \$26,284.00 to \$50,021.00 / Per Year
OPEN PERIOD: Wednesday, October 03, 2012 to Tuesday, October 09, 2012
SERIES & GRADE: GS-0499-3/9
POSITION INFORMATION: Multiple Schedules - Internships
PROMOTION POTENTIAL: 9
DUTY LOCATIONS: 2 vacancies - Portland, OR [View Map](#)
WHO MAY BE CONSIDERED: Student/Internship Program Eligibles

Students who are currently enrolled or accepted for enrollment on at least a half time basis at a qualifying educational institution in a certificate, degree, or diploma program.

JOB SUMMARY:
A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nation's most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies.

Agency Information:
USDA Forest Service
Do not mail in applications, see instructions on How to Apply tab.
Albuquerque, New Mexico, 87109
United States
Fax: NA
Questions about this job:
HRM Contact Center
Phone: 877-372-7248
Fax: NA
TDD: 800-877-8339
Email: Intern@fs.fed.us
Job Announcement Number: 13-06570000-10917API-SM
Control Number: 328028700

When you're ready click on Apply Online.

Click on the resume you want to attach.

Click on your cover letter, transcripts and class schedule.

Review the questions and click on Apply for this position now...

Home Search Jobs My Account Resource Center Welcome Berinda! Sign out

Search Jobs Where: Advanced Search

Please Note: If you are resubmitting or updating a previous application you must re-submit all required documents!

Apply Online to the following job:

Job Announcement Number: 13-06570000-10917API-SM
Job Title: Student Trainee (Forestry)
Grade: GS 3/9
Department: Department Of Agriculture
Agency: Forest Service
Job Location: Portland, Oregon
Closing Date: Tuesday, October 09, 2012

Resume - Select one of your stored USAJOBS resumes to send (or first [Create or Upload a New USAJOBS resume](#)):

- SELECT - Berinda Sanchez HR Resume 5-2010
- Berinda Sanchez July 2010 Resume
- Recruitment Coordinator
- Berinda Sanchez Forest Service Internship Resume 2012**

Attachment(s) - Select one or more of your Saved Documents to send (or first [Upload New Saved Documents](#)). In order to select multiple items, you must use Ctrl+click (or Cmd+click on Mac):

- SELECT - COVER (Baca-Sanchez Forest Service 2012 Cover Letter)
- OTHER (Baca-Sanchez 2012 Fall 2012 Schedule)
- TRANSCRIPTS (Baca-Sanchez 2012 Spring Transcripts)

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!](#)

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This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Click on Take me there now

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 you do not return to USAJOBS, please remember to close your web browser for security.

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

[Take me there now >](#)

This is the Forest Service's unique application. Go through each question carefully.

All the documents you uploaded from USAJobs should have automatically loaded into this application. If not, you have another opportunity to upload.

Questions 33, 34 and 36 apply to current federal employees. Answer NO.

US FOREST SERVICE
The Department of Agriculture

Questions about this job:
NAC 1889 Contact Center
Phone: (877)372-7294
Fax: (866)239-8227
TDD: (800)877-8329
Email: nac1889@fs.fed.us
NAC 1824 Contact Center
Contact: 1824 Job Aid

[Return to USAJOBS](#) [Application Help](#)

Student Trainee (Forestry) - All Grades
Application Step 1 of 1

[Core Eligibility Questions](#)

All Grades

* Denotes a mandatory question

Questions for all series

1. First Name
Berinda

2. Middle Name

3. Last Name
SANCHEZ

4. Street Address 1
8000000000000000

5. Street Address 2

6. City/Town
Los Lunas

7. Country
United States

8. State
New Mexico

9. Zip Code
87031

10. Day Phone

11. Evening Phone
505-000-0000

12. Mobile Phone
505-000-0000

13. Fax

14. DDI

15. Email address
berinda.sanchez@gmail.com

16. Race
White - a person having origins in any of the original peoples of Europe, the Middle East or North Africa.

17. Ethnicity
Hispanic or Latino

18. Gender
Female

19. Please provide a resume cover letter (optional)
Current File: 228606436_COVER_8aca-Sanchez Forest Service 2012 Cover Letter.docx [Download](#) * [Delete](#)

20. Please provide a copy of your DO-214
[Browse](#)

21. Please provide a copy of your SF-15
[Browse](#)

22. Other VET
[Browse](#)

23. Please provide a copy of your Executive Core Qualifications (Executive Service Positions Only)
[Browse](#)

24. Please provide a completed version of Form OF-306
[Browse](#)

25. Please provide your resume for this position
[Browse](#)
Please review your resume by clicking the link.
Your resume has been updated from USAJOBS. Please replace if necessary.

26. Please provide a copy of your most recent SF-50
[Browse](#)

27. Please provide a copy of your educational transcripts that support your qualifications for the position for which you are applying
Current File: 228605230_TRANSCRIPTS_8aca-Sanchez 2012 Spring Transcripts.docx [Download](#) * [Delete](#)

28. Other
[Browse](#)
Current File: 228605344_OTHER_8aca-Sanchez 2012 Fall 2012 Schedule.docx [Download](#) * [Delete](#)

29. Are you a U.S. Citizen? *
Yes

30. Select the statement that best applies for your Selective Service registration status. For more information on Selective Service registration refer to <http://www.usa.gov/usa/usa/2012>
I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.

31. Are you a Veteran of the U.S. Armed Forces or are you eligible for "Derived preference"? For more information on Veterans' Preference refer to <http://www.opm.gov/ofp/affirmativeaction/veterans.asp#27>
No

32. Please select the statement below which best reflects your Federal employment status (if applicable).
I am not and have never been a Federal employee.

33. Are you ICTAP Eligible? If yes, you will be asked to submit a copy of your separation notice (or notice of pending separation) to verify the eligibility.
--Please Select--

34. Are you CTAP Eligible? If yes, you will be asked to submit a copy of your separation notice (or notice of pending separation) to verify the eligibility.
--Please Select--

35. Special Hiring Options:
Select from among the special hiring authorities listed below for which you are eligible.
(Please note that agencies will require documentation of eligibility prior to your appointment.) Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it.

Veterans Recruitment Appointment (VRA)
 50% or More Disabled Veteran
 Disabled veterans who have completed a VA training program
 Military Service
 Certain former overseas employees
 Schedule A Disabled
 Peace Corps
 NEA
 Other
 Not applicable

36. Are you eligible for appointment under an [interagency agreement](#) or other similar authority?
--Please Select--

37. Does the USDA employ any member of your family? Family is defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.
--Please Select--

[Cancel](#) [Save](#) [Save and Continue](#)

To determine what grade you should apply for refer to the vacancy announcement. Search the Qualifications Required section.

US FOREST SERVICE
100 Years of Caring for the land and serving people

Questions about this job:
ASC HRM Contact Center
Phone: (877)372-7248
Fax: (866)338-4527
TDD: (800)877-8339
Email: ASC_HCM_Contact_Center@fs.fed.us

Mirror Lake, NH
NRS Station

Switch to accessibility mode
Return To USAJOBS Application Help

Student Trainee (Forestry)

Message
All Grades saved successfully

Core Eligibility Questions Application Preferences Application Summary

Select which Grade(s) you want to apply for (Mandatory):
 GS-3
 GS-4
 GS-5
 GS-7
 GS-9

Select which Series(s) you want to apply for: 0499 Biological Science Student Trainee

Select which Location(s) you want to apply for: US/OR - Portland

Cancel Save and Continue

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Questions about this job:
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Phone: (877)372-7248
Fax: (866)338-4527
TDD: (800)877-8339
Email: ASC_HCM_Contact_Center@fs.fed.us

Mirror Lake, NH
NRS Station

Switch to accessibility mode
Return To USAJOBS Application Help

Student Trainee (Forestry) - All Grades

Application Step 1 of 1

Core Eligibility Questions Application Preferences Minimum Qualification Questions Application Summary

1
All Grades

All Grades

* Denotes a mandatory question

Questions for 0499

1. Are you currently enrolled as a student on at least a half-time basis at a qualifying educational institution in a certificate, degree, or diploma program?
 Yes
 No

Please provide a copy of your most recent transcripts which show your field of study, school name, your name, current GPA or academic standing, past and current course work, degree program and major/concentration.

C:\Users\berlinda\Docum Browse

Cancel Save Save and Continue

To proceed with application you must provide all of the required documents

US FOREST SERVICE
100 Years of Caring for the land and serving people

Questions about this job:
ASC HRM Contact Center
Phone: (877)372-7248
Fax: (866)338-4527
TDD: (800)877-8339
Email: ASC_HCM_Contact_Center@fs.fed.us

Mirror Lake, NH
NRS Station

Switch to accessibility mode
Return To USAJOBS Application Help

Student Trainee (Forestry) - All Grades

Message
All Grades saved successfully

Application Step 1 of 1

Core Eligibility Questions Application Preferences Minimum Qualification Questions Assessment Questions Application Summary

1
All Grades

All Grades

Questions for all series

1. To be eligible your application package must contain all required documentation. Refer to the Required Documents section of the vacancy announcement for a list of required documents. Have you provided all the required documents?
 Yes
 No

2. Do you affirm that your resume and answers to the questions accurately represent your experience and are true and correct to the best of your knowledge?
 Yes
 No

Cancel Save Save and Continue

Prior to submitting your application, review the information and verify it is correct.

US FOREST SERVICE
 100 Years of Service to the Nation and the World

Application Date: 10/10/2012

Student Trainee (Forestry)

Core Eligibility Questions

All Grades (Status: Complete)

Questions for all grades:

Question	Response	Type	Status	Actions
1. First Name	Barbara	Optional	Complete	0.01
2. Middle Name		Optional	Complete	0.01
3. Last Name		Optional	Complete	0.01
4. Street Address 1		Optional	Complete	0.01
5. Street Address 2		Optional	Complete	0.01
6. City/Town		Optional	Complete	0.01
7. Country	United States	Optional	Complete	0.01
8. State	New Mexico	Optional	Complete	0.01
9. Zip Code	87011	Optional	Complete	0.01
10. Day Phone		Optional	Complete	0.01
11. Evening Phone		Optional	Complete	0.01
12. Mobile Phone		Optional	Complete	0.01
13. Fax		Optional	Complete	0.01
14. Title		Optional	Complete	0.01
15. Email address	@gmail.com	Optional	Complete	0.01
16. Race		Optional	Complete	0.01
17. Ethnicity		Optional	Complete	0.01
18. Religion or信仰		Optional	Complete	0.01
19. Gender	Female	Optional	Complete	0.01
20. Please provide a resume cover letter (optional)	22806810_COVER_Basic_Senior_Forest_Service_2012_Cover_Letter_1.docx	Optional	Complete	0.01
21. Please provide a copy of your SSN		Optional	Complete	0.01
22. Other vet		Optional	Complete	0.01
23. Please provide a copy of your Executive Core Qualifications (Executive Service Positions Only)		Optional	Complete	0.01
24. Please provide a completed version of Form OF-306		Optional	Complete	0.01
25. Please provide your resume for the position	22806810_resume_resume_Basic_Senior_Forest_Service_2012_Resume_1.docx	Optional	Complete	0.01
26. Please provide a copy of your recent recent SF-50		Optional	Complete	0.01
27. Please provide a copy of your educational transcripts that support your qualifications for the position for which you are applying	22806810_TRANSCRIPTS_Basic_Senior_2012_Senior_Transcripts_1.docx	Optional	Complete	0.01
28. Other	22806810_OTHER_Basic_Senior_2012_Fall_2012_Schedule_1.docx	Optional	Complete	0.01
29. Are you a U.S. Citizen?	Yes	Mandatory	Complete	0.01
30. Select the statement that best applies for your Subcontract Service registration status.	I am a Subcontractor of the U.S. Forest Service registration holder for the position for which you are applying.	Optional	Complete	0.01
31. I am a Subcontractor of the U.S. Forest Service of one you eligible for "National preference"?	No	Optional	Complete	0.01
32. Please select the statement below which best reflects your Federal employment status (if applicable).	I am not and have never been a Federal employee.	Optional	Complete	0.01
33. Are you C/AF eligible? If yes, you will be asked to submit a copy of your separation notice (or notice of pending separation) to verify this eligibility.	Yes	Optional	Complete	0.01
34. Are you C/AF eligible? If yes, you will be asked to submit a copy of your separation notice (or notice of pending separation) to verify this eligibility.	No	Optional	Complete	0.01
35. Special Hiring Options: Select from among the special hiring authorities listed below for which you are eligible. (Please note that eligibility and degree documentation of eligibility goes to your supervisor.) Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it.		Optional	Complete	0.01
36. Are you eligible for appointment under an educational agreement or other similar authority?	No	Optional	Complete	0.01
37. Does the USFS employ any member of your family? Family is defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandfather, grandmother, uncle or aunt, stepfather or stepmother, stepson or stepdaughter, step-grandfather, step-grandmother, stepbrother, or half-sister.	No	Optional	Complete	0.01

Application Preferences

Application Preferences (Status: Complete)

Question	Response	Type	Status	Actions
1. Select which grade(s) you want to apply for	GS-3, GS-4	Mandatory	Complete	0.01
2. Select which service(s) you want to apply for	USFS Biological Science Student Trainee	Mandatory	Complete	0.01
3. Select which location(s) you want to apply for	USFS - National	Mandatory	Complete	0.01

Minimum Qualification Questions

All Grades (Status: Incomplete)

Questions for GS-3:

Question	Response	Type	Status	Actions
1. Are you currently enrolled as a student on at least a half-time basis at a qualifying educational institution in a certificate, degree, or diploma program?	Yes	Mandatory	Complete	0.01
2. Please provide a copy of your most recent transcripts which show your field of study, relevant courses, your major, current GPA or academic standing, and relevant course work, degree program and major concentration.	22806810_TRANSCRIPTS.docx	Optional	Complete	0.01

Assessment Questions

All Grades (Status: Incomplete)

Questions for all grades:

Question	Response	Type	Status	Actions
1. To be eligible your application package must contain all required documentation. Refer to the Required Documents section of the vacancy announcement for a list of required documents. Have you provided all the required documents?	Yes	Optional	Complete	0.01
2. Do you affirm that your resume and answers to the questions accurately represent your experience and are true and correct to the best of your knowledge?	Yes	Optional	Complete	0.01

Application Date: 10/10/2012

Submit Application Now

Almost done.



This is the last screen you will see once you submit. As you can see, you do have the opportunity to edit or withdraw your application should you desire.

GOOD LUCK!

