

HOT TIP!!

For up-to-date info visit
www.fs.usda.gov/main/ctmf/about-forest/jobs
OR
www.fs.usda.gov/main/r4/jobs for employment links to seasonal and permanent job openings
OR
<http://www.idahofireinfo.blm.gov/east/>
For BLM & Forest jobs.



Applications are usually required by 11:59 EASTERN time— make sure you check & account for the time zone differences when submitting your application!!



A little about Announcement Numbers...

ALWAYS VERIFY ANN. NUMBER WITH THE HIRING OFFICIAL!!!

Announcement numbers are specific alpha-numeric links to the job for which you're applying. An example of an announcement number is: 16-FIRESPRING-WFAP-345DP. It will be listed at the top of the page when you click to look at a specific job in USA Jobs. To get to specific jobs, search for a "series" - 0462 for fire, recreation or timber seasonal jobs and 0455 for range seasonal jobs (or search keywords- HOTSHOT, HELITACK, PREVENTION, FUELS, LOOKOUT depending on the type of job you want). Then use "refine your results" on the left side of the page and choose "Agency" (Dept. of Agriculture), "Grade" (3 for entry level), and "Work Type" (Temporary=seasonal). Contact the hiring manager to confirm announcement numbers. You can use an announcement number to search for jobs in USAJobs, but they do have to be EXACT, so searching keywords or series 0462 or 0455 will give you more comprehensive search results.

Resumes for Forest Service should be longer than the business resume you have previously used—be sure to include tools you've worked with, computer programs you're proficient at and community service in which you've participated.

To find any forest's contact information:

- go to www.fs.fed.us
- Search by "State" or "Forest Name"
- At the forest page click the left menu bar on "About the Forest" "Districts" or "Offices"
- This brings up a list of all offices on that forest and their main contact phone number.
- This works for forests across the U.S.



2016 Season Forest Service Application Instructions

A "How To" apply online~ works for any forest job.





Resource Center is a great tool to find information about:

- Account Access
- Job Search
- How to create resumes
- How to Apply
- General Information
- FAQ's and
- Additional FORMS needed with some applications

Follow these instructions to apply...

1. Go to the internet site www.usajobs.gov
2. On the upper right of web page: "Create an Account" for first time users— or "Sign In" to return to your existing account.
3. For a new account you will create a username and provide an email address where a link to your new account will be emailed to you.
4. Follow the link in the email USAJobs sends to provide your name and password information which will take you to your new account.

The employment websites www.fs.usda.gov/main/ctnfl/about-forest/jobs & www.fs.usda.gov/main/r4/jobs & <http://www.idahofireinfo.blm.gov/east/> help you know "where" the jobs are and "what" job to search for— such as handcrew, engine, helitack, etc. "Advanced Search" here on USAJobs has a video tutorial to help answer your search questions.



Attach documents such as transcripts, IQCS records, DD-214, letters of recommendation, awards, etc.

You always have easy access to check your application status here.

You can't apply to a job without a resume in USAjobs...

Use their resume builder OR upload one of your own, but REMEMBER...

- 1 - Look through the resume builder to see what information is asked for on your resume, and
- 2 - The example resume may be a little shorter than you need to communicate your information. Resumes can be multiple pages—just be sure you list all of your relevant experience.

Time spent in the beginning making sure all of the information in your profile and resume is complete and up-to-date makes applying to each job quick, easy and accurate.

Keep your username & password somewhere secure so you are able to quickly & easily access your information



QUESTIONS? Call us...

Ashton Office	(208) 652-7442
Island Park Office	(208) 558-7301
Dubois Ranger District	(208) 374-5422
Montpelier Ranger District	(208) 847-0375
Palisades Ranger District	(208) 523-1412
Soda Springs Ranger District	(208) 547-4356
Teton Basin Ranger District	(208) 354-2312
Westside Ranger District & Curlew National Grassland	(208) 236-7500
Caribou-Targhee Supervisors Office And BLM Idaho Falls District Office	(208) 524-7500