



HOW TO APPLY FOR WILDLAND FIRE JOBS

NOT YOUR

ORDINARY

JOB!

1 Go to: www.usajobs.gov

2 Select Sign In or Create an Account

To Create an Account, you will be asked to fill out a short form with basic personal information, select "Submit" at the bottom when you are finished. Once you submit this form, you will be automatically logged into your USAJOBS account.

3 Resume

You must build a resume with the USAJOBS Resume Builder BEFORE applying. Select "Build New Resume" then follow the steps to build your resume. On the last tab, "Finishing Up" select "Save for Later," this saves your resume.

You can store up to five resumes in USAJOBS. You have now completed the registration and resume information process, but still need to APPLY. We do NOT accept uploaded resumes. All resumes must be built with USAJOBS Resume Builder for wildland fire vacancy announcements.

4 Find Vacancy Announcement

Select "Search Jobs" then select either; "Basic Search" or "Advanced Search" and fill in the blocks with the information you are searching for. Once you have completed the blocks, select "Search" and then you will see the list of open vacancy announcements.

5 Review Vacancy Announcement

Review the announcement thoroughly. The announcement describes who is eligible to apply, what experience and/or education are required and what supporting documentation you need to fax/upload with your application. Your resume and documentation must support your responses to the vacancy questions. So, for example, if you answer a vacancy question with information about your duties as an engine crew member, you should have information about your engine crew experience on your resume.

6 Apply

Click the "Apply Online" link at the right side of the page. Select your USAJOBS resume to submit with your application and answer the vacancy questions.

7 Supporting Documentation

Submit required supporting documentation that applies to you (follow the Faxing/Uploading Steps). Then click "Finished." You will be redirected back to "My Account" on USAJOBS, where you can track your application. You must complete the entire application process and be redirected back to USAJOBS to successfully apply to a vacancy announcement.

8 Application Status

Select "Application Status" once you are logged in to "My Account" find the vacancy you applied to: under the status column, it will indicate your status. If you select "More Information" it will direct you to another screen, where comments are posted concerning the status of job you applied to. Congratulations, you're now finished! You will be notified via e-mail if you are referred to the selecting official.