



Application Document Checklist:

This checklist will help you submit the documents required for this vacancy, as applicable and as identified in the “Required Documents” area of the announcement. We recommend you print a copy of this checklist for reference while completing your application package.

Required for all applicants:

_____ Résumé

Include for example: contact information; descriptions of jobs held, including the name and address of employer, job title, description of duties, beginning and ending date (month/year) of employment, average hours worked per week if part-time, and supervisor’s name and phone number; education, including name and location of college, dates attended, and type and date of any degree earned; other information such as possession of licenses, certificates, etc. Descriptions of duties must be sufficiently detailed to document the level of experience. Although not mandatory, if the position is (was) with the Federal government, either military or civilian, you should state the series and grade or pay grade (rank) and the date of last promotion.

_____ Responses to Assessment Questionnaire (if not submitted online, must complete the 1203-FX form. See “Required Documents” area of announcement for more information.)

Required as appropriate to your specific eligibility and appointment claim(s), and position requirements:

ARE YOU A CURRENT OR FORMER FEDERAL EMPLOYEE?

If applying as a status candidate with current or former Federal Service, provide a copy of your most recent SF-50, “Notification of Personnel Action” showing you are/were in the competitive service and the highest grade or promotion potential held. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate you possess one year time-in-grade, as required by the announcement. In this instance, you must provide an additional SF-50 that clearly demonstrates one year time-in-grade. If stated as “required” in the “Required Documents” section of the announcement, provide a copy of your most recent signed Performance Appraisal (typically this will be the previous fiscal year’s appraisal).

ARE YOU AN ICTAP/CTAP ELIGIBLE AND ARE APPLYING FOR A TITLE 5 POSITION?

Ensure you submit your application/résumé, a Certification of Expected Separation, a Reduction-In-Force Separation Notice, or a Notice of Proposed Removal; SF-50 that documents the RIF separation action; most recent performance appraisal; and a copy of your most recent SF-50 noting current position, grade level, and duty location. Please clearly state in your application package that you are applying as a CTAP or ICTAP eligible. You must also select this option in the online questionnaire (question 22, “Transition Plan.”) Note: This does not apply to Title 38 or Hybrid Title 38 VA positions.

ARE YOU A VETERAN?

If claiming Veteran’s Preference or applying under the VEOA, provide a legible copy of your DD214(s) to ensure all dates of active duty service as well as character of service (Honorable, General, etc.) or dates of impending separation appear as required, for the type of preference you are claiming. The Office of



Personnel Management's Vet Guide provides additional information on required dates and character of service needed: <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide>. Copies of your DD214 may be requested by contacting the National Archives – Veterans Service Records department. Contact information can be found here: <http://www.archives.gov/veterans/military-service-records/>. If you are within 120 days of separation from active duty, you may attach any written document from the armed forces that certify you are expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the document is signed.

ARE YOU A DISABLED VETERAN?

Disabled veterans and others eligible for 10-point preference (such as widows or mothers of eligible Veterans) must also submit a completed SF-15 "Application for 10 Point Veterans Preference" with required proof as stated on the form. For more information on Veterans' Preference, please visit <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

ARE YOU A MILITARY SPOUSE?

Some military spouses can be appointed non-competitively based on their spouse's military service. For more information, please visit <http://www.fedshirevets.gov/hire/hrp/qaspouse/>.

ARE YOU ELIGIBLE FOR A SPECIAL APPOINTING AUTHORITY?

You must include proof of your eligibility (i.e., a copy of qualification certificate from a State or Federal Vocational Rehabilitation Office for a Schedule A appointment). Examples of special appointment authorities include Schedule A appointment, Peace Corp and VISTA Volunteers, etc. For a list of these authorities, please visit http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/index.asp and <http://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority> for more information.

ARE YOU APPLYING FOR A TITLE 38 POSITION?

These positions include physician, nurse, medical technologist, physical therapist, and pharmacist. Please include a copy of the appropriate VA form for that occupation, as outlined in the "Required Documents" section of the announcement. You can find the forms here: http://www.va.gov/vaforms/search_action.asp?FormNo=2850&tkey=&Action=Search

DOES THIS POSITION REQUIRE A LICENSE OR CERTIFICATE?

Ensure you follow the announcement instructions for identifying or including a copy of your license or certificate with your application.

ARE YOU QUALIFYING BASED ON EDUCATION?

You must submit a copy of your college transcript or an appropriate course listing. Unofficial or photocopies are acceptable at time of application but, must provide original if selected. Only education or degrees recognized by the U.S. Department of Education from accredited colleges, universities, schools, or institutions may be used to qualify for Federal employment. You can verify your education here: <http://ope.ed.gov/accreditation/>. If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.