

APPLICANT CHECKLIST: This list will help you submit all the documents required for this vacancy. We recommend that you print a copy of this checklist for reference while completing your application package. Be sure to read and follow the instructions carefully.

_____ Resumé. Please make sure your resume includes where you worked, when, and whether you were part-time. If you were part time, be sure to state how many hours you worked.

_____ Declaration for Federal Employment (OF-306). Please be prepared to provide to Human Resources Office upon request. (See "Required Documents" section of the announcement to see if the form must be included in your application package.)

_____ 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: VA Form 2850 for physicians; VA Form 2850a for nurses; and VA Form 2850c for hybrid positions such as medical technologist. You can find these forms here:

http://www.va.gov/vaforms/search_action.asp?FormNo=2850&tkey=&Action=Search

_____ ARE YOU QUALIFYING BASED ON EDUCATION? You must submit a copy of your college transcript or an appropriate course listing. APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

_____ ARE YOU A VETERAN? Veterans must provide legible copies of DD214s showing all dates of service as well as character of service (Honorable, General, etc.). Copies of your DD-214 may be requested by calling 800-827-1000 or TDD# 800-829-4833. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge.

_____ ARE YOU A DISABLED VETERAN? Disabled veterans and other veterans eligible for 10-point preference must also submit an SF-15 "Application for 10 Point Veterans Preference" with required proof as stated on the form.

_____ ARE YOU ELIGIBLE UNDER A SPECIAL APPOINTING AUTHORITY? You must include proof of your eligibility (for example, a copy of qualification certificate from a State or Federal Vocational Rehabilitation Office (Schedule A appointment). Examples of special appointment authority include appointment of people with disabilities (Schedule A appointment), Peace Corp and VISTA Volunteers, etc.

_____ ARE YOU A CURRENT FEDERAL EMPLOYEE? Please provide a copy of your current Performance Appraisal (must be within 15 months from the closing date of the announcement).

_____ ARE YOU A CURRENT OR FORMER FEDERAL EMPLOYEE? You must provide a copy of your last or most recent SF-50, "Notice of Personnel Action." The SF-50 must indicate proof of status (for example, you were a career or a career-conditional employee) and should

identify your position, title, series, grade, step, tenure, and type of service (Competitive or Excepted).

_____ DOES THIS POSITION REQUIRE A LICENSE OR CERTIFICATE? Make sure you follow the announcement instructions for identifying or including a copy of your license or certificate in your application.

_____ DOES THIS POSITION REQUIRE A QUALIFIED TYPIST? Make sure you include in your application a statement certifying your typing proficiency. For example, "I certify that I can type ___ words per minute. [applicant's signature or initials, and the date signed]."

_____ ARE YOU AN ICTAP/CTAP ELIGIBLE? Please make sure you submit your application/resumé, a copy of the agency notice, a copy of your most recent performance rating 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.