



## Fact Sheet - Applying to Wildland Fire Positions

### How to Apply

If you would like to be considered for a temporary seasonal position or compete for a higher grade, you must apply online through the USAJOBS website at [www.usajobs.gov](http://www.usajobs.gov) for this opportunity. Follow the steps below to apply to a vacancy announcement. Additional information on how to apply can be found at [www.firejobs.doi.gov](http://www.firejobs.doi.gov).

**TIP:** Register, post, or update your current resume with USAJOBS before finding and applying to vacancy announcements.

### How to Qualify

As an applicant, you will qualify yourself for the position(s) & grade(s) you apply for based on the answers to the questions you submit online. Your answers to the questions **MUST** be verifiable on your resume.

◇ **Important** When completing your resume, include the following information: month/year to month/year and work schedule (hours worked per week) for each position held. Failure to provide this information may negatively affect your qualification determination. All qualifications will be verified by the Human Resources Office prior to final selection for each position.

**Step 1 Go to:** [www.usajobs.gov](http://www.usajobs.gov)

**Step 2 Sign in or Create an Account,** (top right hand corner). To **Create an Account** you will be asked to fill out a short form with basic personal information; click “**Submit**” at the bottom when you are finished. When you submit your form, you are automatically logged into your USAJOBS account.

**Step 3 Resume:** *We DO NOT accept uploaded resumes.* You must create a resume in USAJOBS **BEFORE** applying for a job. Click on “**Build New Resume,**” and follow the steps to create your online resume. On the last tab, “**Finishing Up,**” select the “**Save for Later,**” option, which 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.

**Step 4 Find the Vacancy Announcement:** To find the vacancy announcement you would like to apply for, click on “**Search Jobs**” (Drop-down menu at top right-hand corner of the website), select “**Search Jobs-Main Page,**” and then type in either the Announcement Number or City/State or Zip Code in the correct blocks on USAJOBS.

**Step 5 Review the Vacancy Announcement:** Review the announcement thoroughly. The announcement describes who is eligible to apply, the required experience and/or education and the supporting documentation you need to fax/upload with your application. Your resume and documentation must support your responses to the vacancy questions.

**Step 6 Apply:** Click the “**Apply Online,**” link at the side of the page. Select the USAJOBS resume you would like to submit with your application and answer the vacancy questions. At the end you will click “**Finished**” and be redirected back to “**My Account**” on USAJOBS, where



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you can track your application.

**Step 7 Supporting documentation:** Submit the required supporting documentation that applies to you.

**Step 8 Check your application status.** Click on "**Application Status**" after you are logged in to "**My Account.**" Then select "**View all Applications**" at the bottom of the pop-down screen, and find the vacancy you applied to under the Application Status column, which will then indicate your status. "**Resume Received**" means we have received your application. If you select "**More Information,**" it will direct you to another screen, where BLM Human Resources will post comments regarding whether you qualify or not. You will be notified through e-mail if you are referred.

**You must complete the entire application process and be automatically redirected back to USAJOBS in order to successfully apply to a vacancy announcement.**

If you have questions or need assistance with the on-line application process, call the FIRES Help desk at (888) 364-6432, or email [blm\\_fa\\_fires@blm.gov](mailto:blm_fa_fires@blm.gov)

If you have questions regarding positions in Idaho, please contact *Michelle Wood, HR Specialist, Statewide Temporary Fire Program Lead* at (208) 373-3922 or email [mmwood@blm.gov](mailto:mmwood@blm.gov)