



JOB APPLICATION INFORMATION FOR CIVILIAN POSITIONS

The Department of the Navy has eight Human Resources Service Centers located worldwide. Each Center recruits individuals to fill Navy and Marine Corps civilian vacancies occurring within its serviced geographical area. Page 2 of this pamphlet contains a map showing the different Centers, their serviced areas, and their E-mail and mailing addresses.

Applying for civilian vacancies at any one of these Centers is easy.....just follow the steps below:

STEP 1: DETERMINE WHO MAY APPLY AND LOCATE JOB INFORMATION.

- Your application MAY be accepted if you meet the criteria for one of the hiring program(s) listed on page 4 of this information pamphlet. If you do, then review the announcements on our web page at www.donhr.navy.mil.
- If you do not meet any of the hiring program(s) criteria on page 4, look for announcements with an area of consideration (who may apply) of "Any U.S. Citizen" on our web page at www.donhr.navy.mil, or on the Office of Personnel Management web page at www.usajobs.opm.gov.

STEP 2: PREPARE YOUR RESUME. All Department of the Navy Human Resources Service Centers use an automated system to process resumes. The system uses artificial intelligence to “read” and identify skills from your resume. To ensure that your resume is processed correctly, carefully read and follow the tips below. Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration.

- Use the resume format and instructions shown on page 3 of this information pamphlet.
- Limit your resume to 5 pages in length. Your responses to the Additional Data Sheet (pages 5 and 6) will not be counted against the maximum 5-page resume limitation.
- Carefully read the information and application instructions on any recruitment publications, flyers, and/or job announcements for which you are applying. Many have unique instructions or requirements.
- When additional documents are requested, please put your name, Social Security Number, and a daytime phone number on each page submitted, and send them to the appropriate Center.
- Complete and submit the Additional Data Sheet requested on pages 5 and 6.

STEP 3: SUBMIT YOUR RESUME.

- Navy on-line resume builder.** Using the resume builder available on our web page, www.donhr.navy.mil, prepare and send your resume directly to the Human Resources Service Center that services the vacancy(ies) or location(s) for which you wish consideration (see page 2). This is the easiest and quickest job application method.

OR

- E-mail.** To submit a resume via E-mail:
 - ✓ Type “Resume” on the subject line of your E-mail.
 - ✓ Prepare your resume as a part of the E-mail message. E-mail attachments CANNOT be accepted.
 - ✓ Include your responses to the Additional Data Sheet at the end of your resume text.
 - ✓ Double-check the E-mail address of the Center where you want to send your resume.

STEP 4: REUSE YOUR RESUME. Once you have a resume on file, you may reuse it to apply for other job opportunities within that Human Resources Service Center geographic boundary. Recruitment flyers or announcements will give specific details.

INSERT POWERPOINT MAP HERE.

SAMPLE RESUME FORMAT (RESUMES LIMITED TO 5 PAGES IN LENGTH)

George Q. Public
SSN: 123456789 (no dashes)

1111 Job Street
Anywhere, NV 99999

Home Phone: (999) 123-4567
Work Phone: (999) 765-4321
DSN 888-4567

E-mail Address: gpublic@aol.com



- * Start and end dates (month and year)
- * Hours worked per week
- * Position title
- * If Federal position, include pay plan, series, and grade
- * Salary
- * Employing organization's name/address
- * Supervisor's name and phone number
- * Whether we can contact the supervisor
- * Description of major duties/tasks:
 - Specific functions performed
 - Specific software programs used

EXPERIENCE:

January 1990 to present; 40 hours per week; Electrician; \$15.28 per hour; A & E Electrical, 123 Shock Circle, Sparks, NV 12345; Mr. Fred Smith, (702) 222-3344, may contact. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

April 1985 to December 1989; 40 hours per week; Engine Mechanic, WG-2805-10; \$14.92 per hour; Naval Air Station, Fallon, NV 89406; Dudley Duright, DSN 999-9999, may contact. Performed trouble diagnosis and repair of engines. Work included engine assemblies and accessories. Was responsible for modifying and adjusting parts, components, and accessories. Troubleshoot malfunctioning engines. Disassembled aircraft engines, engine assemblies and accessories. Followed safety practices and procedures.

EDUCATION:

Sparks High School, 1981, Completed 12th Grade, H.S. Diploma
Western Nevada Community College, Reno, NV; B.S. in Electrical Engineering, 1985; 3.4 out of 4.0 GPA; 180 quarter hours.

List high school/GED and post high school information. For post high school education, state college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. NOTE: Transcripts are not required unless specifically requested by a recruitment publication, flyer, or announcement.

TRAINING: Safety Training, 40 hours, 12/87; Basic Electronics, 80 hours, 11/85

LICENSES/CERTIFICATES: Nevada Electrical Journeyman Contractor #1234, expires 5/00; CDL Class A, exp. 7/00

PERFORMANCE APPRAISALS & AWARDS: Outstanding 6/98, Outstanding 6/97, Special Act 11/96

OTHER INFORMATION: Fluently speak, write, and read Spanish. Typing speed: 65 wpm. Dictation: 80 wpm.
Phi Beta Kappa Alumnus.

RESUME TIPS:

Our electronic resume system matches position skills with applicant skills. Document your job experience by giving a narrative description of the skills you currently possess and how your experience, training and/or education helped you gain these skills. Also, mention the names of any tools, software, or special equipment you may have used. Spell out, at least once, the meaning of any abbreviations or acronyms you use.

Hard copy resumes will be scanned into our electronic system. In order to ensure that your resume scans well:

- ✓ **Type your resume on 8.5"x11" white bond paper, printed on one-side only (no copies/faxes)**
- ✓ **Leave a minimum 1" margin on all sides**
- ✓ **Use 10 or 12 pitch standard fonts (such as Courier or Times New Roman)**
- ✓ **Closely follow the Sample Resume Format above**

Please do **NOT** submit handwritten or faxed resumes, resumes with light or faded print, or those with fancy treatments such as colored print or paper, use of bold print, italics, underlines, or shadows, etc., since these may produce unreliable scanning results and possible loss of job consideration.

HRSC NORTHEAST ADDITIONAL DATA SHEET

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions. If you are E-mailing your resume, please include your answers at the end of your E-mail text. Your responses to these questions will not be counted against the maximum 5-page resume limitation.

Name: (Last, First, Middle Initial)	SSN:
--	-------------

1. Are you a United States citizen? Yes No
2. Are you a **current** permanent, career or career-conditional **civilian** employee of the Department of Defense? Yes No

If yes, are you a Department of the Navy or U.S. Marine Corps employee? Yes No
3. Are you willing to accept temporary employment? Yes No
4. Are you willing to accept part-time employment? Yes No
5. How many days per month would you be available for work-related travel?
 1-2 days 3-5 days 6 or more days Not available
6. Can you type/keyboard a minimum of 40 words per minute? Yes No
7. Under what hiring program(s) are you eligible? (These program(s) are specified by law or regulations. See page 4 for definitions of the most common hiring programs.)

<input type="checkbox"/> Current Federal Civilian <input type="checkbox"/> Reinstatement <input type="checkbox"/> NAF Interchange <input type="checkbox"/> ICTAP	<input type="checkbox"/> Veterans' Readjustment Appointment <input type="checkbox"/> 30% or More Disabled Veteran <input type="checkbox"/> Veterans' Employment Opportunity Act <input type="checkbox"/> Executive Order 12721	<input type="checkbox"/> Student Employment <input type="checkbox"/> Outstanding Scholar <input type="checkbox"/> Persons with Disability <input type="checkbox"/> Other - Please specify: _____
---	---	---
8. Do you claim an entitlement to veterans' preference for hiring? Yes No
 (Note: Veterans' preference information can be obtained on web sites such as www.opm.gov or www.dol.gov/dol/vets). **If yes**, please check the appropriate block below:
 5-point 10-point/disability 10-point/compensable 10-point/other 10-point/30% or more disabled
9. Did you retire from the military? Yes No
If yes, please give month/day/year of retirement (mm/dd/yyyy): ____/____/____
10. If you are a current or former Federal **civilian** employee, what is/was the highest permanent pay plan and grade that you have held?
 General Schedule pay plan: _____ Grade: _____
 Federal Wage System pay plan: (e.g., WG, WL, WS, WD, WN) _____ Grade: _____
 Demonstration Project pay plan: (e.g., DA, DS, ND) _____ Grade: _____
11. Are you interested in being considered for General Schedule (GS) positions? Yes No
 (i.e., white collar – clerical, technical, administrative, scientific, and professional positions)
If yes, what is the lowest GS grade you will accept? (1-15) _____
12. Are you interested in being considered for Federal Wage System (FWS) positions? Yes No
 (i.e., blue collar – trades and labor positions)
If yes, what is the lowest FWS pay plan and grade you will accept?
 WG, WL, WD, WS, WN, etc. _____
 (Note: You may identify more than one pay plan/grade level option. Example: WG-09, WS-05)
13. Are you interested in being considered for Demonstration Project positions? Yes No
 (i.e., white collar – clerical, technical, administrative, scientific, and professional positions)
If yes, what is the lowest pay plan and grade you will accept?

DG, DA, DAA, etc. _____
(NOTE: You may identify more than one pay plan/grade level option. Example: DG-A, ND-II)

14. Are you applying for Firefighter or Air Traffic Controller positions? Yes No
If yes, what is your date of birth? (mm/dd/yyyy) ____/____/____

15. Do you wish to be considered for unannounced vacancies? Yes No

16. Series/Flyer/Announcement Number(s) for which you are applying: _____

17. Geographic Locations. Please check all applicable geographical locations for which you desire job consideration.

- | | |
|--|---|
| <input type="checkbox"/> San Diego, CA | <input type="checkbox"/> Kansas City, MO |
| <input type="checkbox"/> Groton, CT | <input type="checkbox"/> Portsmouth, NH |
| <input type="checkbox"/> New London, CT | <input type="checkbox"/> Colts Neck, NJ |
| <input type="checkbox"/> West Palm Beach, FL | <input type="checkbox"/> Lakehurst, NJ |
| <input type="checkbox"/> Great Lakes, IL | <input type="checkbox"/> Garden City, NY |
| <input type="checkbox"/> Crane, IN | <input type="checkbox"/> Scotia, NY |
| <input type="checkbox"/> New Orleans, LA | <input type="checkbox"/> Lester, PA |
| <input type="checkbox"/> Boston, MA | <input type="checkbox"/> Mechanicsburg, PA |
| <input type="checkbox"/> Natick, MA | <input type="checkbox"/> Philadelphia, PA |
| <input type="checkbox"/> Patuxent River, MD | <input type="checkbox"/> Newport, RI |
| <input type="checkbox"/> Bath, ME | <input type="checkbox"/> Corpus Christi, TX |
| <input type="checkbox"/> Brunswick, ME | <input type="checkbox"/> Norfolk, VA |
| <input type="checkbox"/> Kittery, ME | <input type="checkbox"/> Arlington, VA |
| <input type="checkbox"/> Winter Harbor, ME | |

Background Survey: (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status

- American Indian or Alaskan Native
 Asian or Pacific Islander
 Black
 Hispanic
 White

B. Sex:

- Female Male

APPLICANT INFORMATION: Information provided as part of your application package may be verified at any time. False or fraudulent information may be grounds for withdrawing a position offer or result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all information provided is true, correct, complete, and made in good faith.

PRIVACY ACT INFORMATION. Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

EQUAL EMPLOYMENT OPPORTUNITY. The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.