Fact Sheet - Applying to Wildland Fire Positions

How to Apply

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

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

To Qualify

As an applicant, you will self-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 will be verified on your resume. When completing your resume, *it is important* to include the following information:
From and To dates (**month/year to month/year**) for each season and position held. (Ex: 05/2018 - 11/2018)
Work schedule (**number of hours worked per week**) for all seasons and positions held. One year of experience is equivalent to 12 months at 40 hour per week (full-time). Part-time hours are prorated. **You will not receive any credit for a position listed that does not indicate hours per week.** (Ex. 30 hrs. per week)
Grade level for each season and positions that were in the federal service.
Duties for each of the seasons and positions held.
References – personal and professional

INSUFFICIENT INFORMATION COULD RESULT IN AN INELIGIBLE RATING. The USAJOBS Resume Builder was designed to ensure that your resume includes the standard information needed. The Resume Builder is an available tool when you login to your USAJOBS account.

Step 1 Go to: www.usajobs.gov

Step 2 Create an account and a profile - Create an account and complete your profile with login.gov.

Step 3 Sign In (if an account and a profile have been created) - Email/password/choose authentication method.

Step 4 Resume - You must build a resume with the *USAJOBS Resume Builder* or have an *Uploaded Resume* on your profile **BEFORE** applying. Select your profile on top right of screen. Go to Documents; in the Resumes section, click **Upload** or **Build Resume** and follow the steps.

Step 5 Search Announcement in USAJOBS
Review Vacancy Announcement - Review the announcement thoroughly. The sections describe who is eligible to apply, what experience and/or education is required for the position, and which documents are needed for your application package.

Apply - Click the **Apply** link on the right side of the vacancy announcement. This will direct you to the login page for USAJOBS. Select your USAJOBS resume to submit with your application and proceed through the application process answering all questions.

USAJOBS Application Section

1. **Select Resume** - A green checkmark appears at the upper right corner of the resume you select. **(*Required - you will be unable to move forward until a resume is selected).**
2. **Supporting Document(s)** - If applicable, attach all required documents (refer to **'Required Documents'** section of each vacancy announcement). Select documents - green checkmark(s) appear at the upper right corner of documents chosen. Please click the **Uploading Steps** above for more instructions.
3. **Review Package** - Review your application package and click the acknowledgement statement located on the bottom right.
4. **Include Personal Information (Demographic Details)** - Fill out.
5. **Continue with Agency** - Click the Verification Statement check box to continue to the Agency site. Proceed through the application process answering all questions.
6. **Review and click Submit**

    a. Click - "I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page."

    b. Click – Submit

Application Agency Application Section

1. **Biographic Information** - fill out
2. **Eligibilities** - answer all questions
3. **Preferences** - answer all questions
4. **Assessment** - answer all questions (required for all grade levels for you to continue to submit your application)
5. **Documents** - Assign the supporting documents you imported from USAJOBS to the appropriate document types listed. If the document you need was not imported from USAJOBS, you may upload it directly into this application. Please refer to Uploading Steps above for instructions.
6. **Review and click Submit**

    a. Click - "I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page."

    b. Click - Submit Application - *You must complete the entire application process and be redirected back to USAJOBS to successfully complete your application to a vacancy announcement.*

After Application Submission

Application Status - You can view your status on USAJOBS. You will be notified through e-mail if you are referred for a specific position/grade/location.

To Withdraw your application from consideration for a specific announcement

Contact the DOI FIRES Program Office via e-mail (blm_fa_fires@blm.gov) and we will update your status in the system.

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

If you have questions or need assistance with the on-line application process, call the DOI FIRES Help Desk at (888) 364-6432, or email blm_fa_fires@blm.gov.