

# HOW TO APPLY TO THE FOREST SERVICE



**IMPORTANT** Check the SRM website often!!! The vacancy announcement list is subject to change and new or useful information for the on-the-spot hiring process may become available. All vacancies may not be filled at the on-the-spot hiring event in Denver.

**SUBMIT YOUR APPLICATIONS EARLY** for the 2010 on-the-spot hiring program in Denver, CO. We expect several vacancies and many applicants. Early submission is quick and easy, simply fax your application packet to 1-866-338-3024 (Subject: SRM on-the-spot hiring) **BY** close of business February 1, 2010. A complete application packet will include:

- Cover letter – list vacancies you wish to apply, other locations you may be interested in and a little about yourself.
- A resume, including references, and a point of contact during the week of Feb. 7, 2010
- Up-to-date college transcripts – copies are acceptable if legible
- DD214 or other relevant documentation, if claiming veteran's preference
- [FCIP or SCEP Application Form](#) – can be found on the website
- [Ranking Preference Form](#) for vacancy locations – can be found on the website
- **Please DO NOT** put your Social Security Number on any documents!!!

**IF** for some reason you missed the early application deadline, don't worry you can still provide it at the JOBFair on Sunday, February 7, between 10 a.m. and 6 p.m. If you did submit your application early and plan to attend the meeting, plan to attend the JOBFair and spend some time mingling with Forest Service personnel, including hiring officials representing the vacancies. This is a great time to interact and ask questions about the specific job or jobs you may be interested in.

**WHAT TO EXPECT:** Interviews will be scheduled with several qualifying candidates and will take place on site or by telephone (for those not attending the meeting) between Monday (Feb. 8) and Wednesday (Feb. 10). We hope to start making job offers either late Wednesday or on Thursday.