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 Billings, MT.

SUBMIT YOUR APPLICATIONS EARLY for the 2011 on-the-spot hiring event in Billings, MT. We expect several vacancies and many applicants. Early submission is quick and easy, simply email your application packet to recruiter@fs.fed.us (subject line **MUST** be addressed to: "SRM on-the-spot hiring") **BY** close of business January 28, 2011. 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. 6, 2011
- Up-to-date college transcripts or unofficial transcripts are acceptable IF legible
- copies are acceptable if legible
- DD214 (Copy 4) or other relevant documentation, if claiming veteran's preference
- FCIP or SCEP Application Form – can be found on the following website : http://www.dm.usda.gov/employ/CareerInternApplication.htm
- 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 of January 28, 2011, don't worry you can still provide it at the JOBFAIR on Sunday, February 6, between 10 a.m. and 6 p.m. Please make sure you have two complete copies of your application package on February 6, 2011. If you did submit your application by January 28, 2011 and plan to attend the meeting, plan to attend the JOBFAIR and spend time talking with Forest Service personnel, including hiring officials representing the available vacancies. This is a great time to interact and ask questions about the specific job(s) 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. 7) and Wednesday (Feb. 9). We hope to start making job offers either late Wednesday or on Thursday.