Instructions to Apply for the Portland Area Job Announcement:

Supply Technician GS-2005-4/5

1. Read over the instructions or print out instruction before step 2.

2. Click on the link listed below to go directly to the vacancy announcement.

HHS-IHS-WR-2009-0085 Agency Merit Promotion and/or Excepted Service Examining Hire Authority

Shortcut to: http://jobsearch.usajobs.gov/ftva.asp?seeker=1&JobID=78686631

3. Using the vertical scroll bar; scroll down to the bottom of the vacancy announcement to locate the APPLY ON LINE BUTTON.

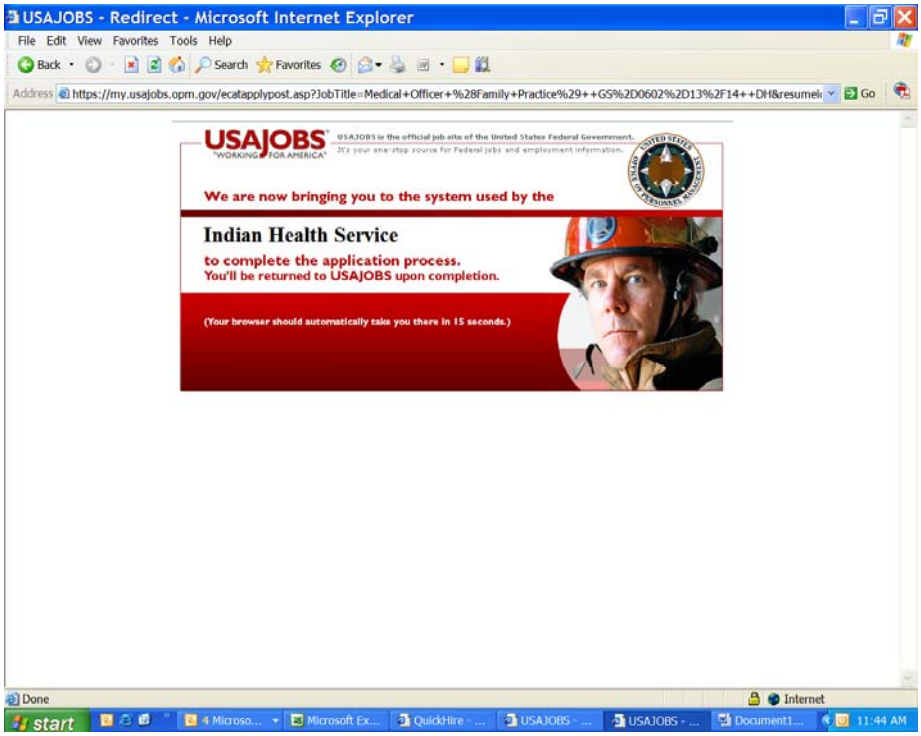
4. Create an account first. Once you create an account, sign in.

5. Create a resume, next.

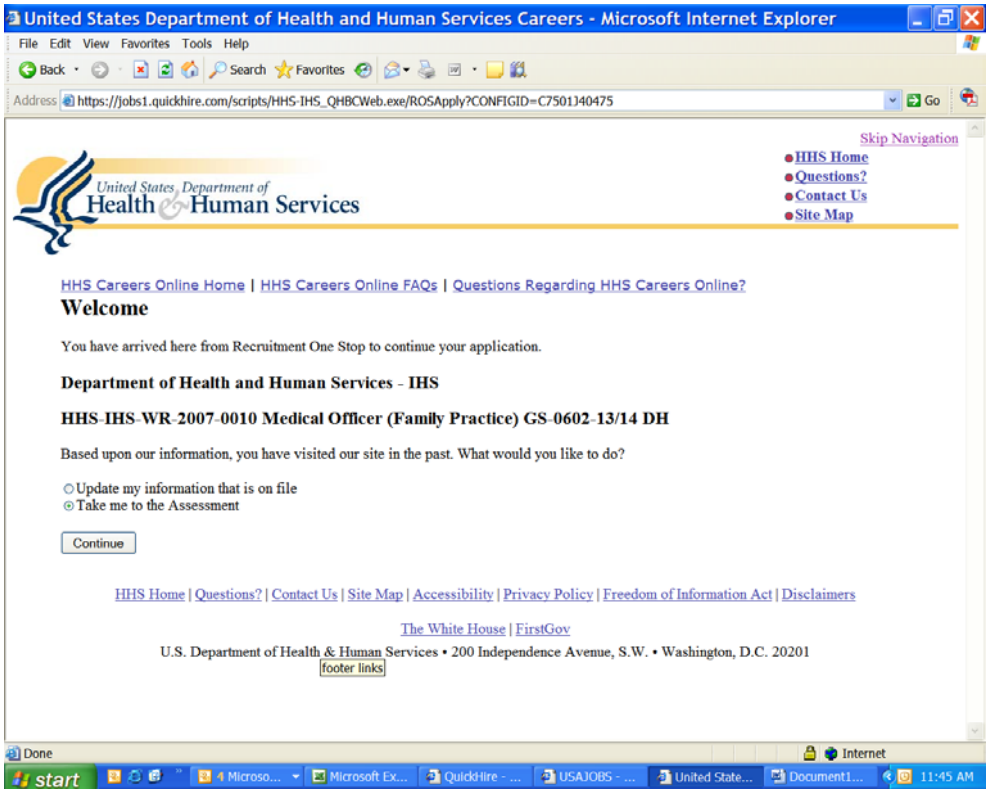
6. Follow the on-screen instructions. You will be typing in data fields. You will assign a name to your resume.

7. Once your resume is completed, select it by the name. Then click on the "APPLY FOR THIS POSITION NOW!"

8. Please wait as instructed. Your computer screen should look like this:



9. Choose the “TAKE ME TO THE ASSESSMENT” button to complete applying for the job. Your computer screen should look like this:



10. Complete supplemental forms which are listed under the HOW TO APPLY tab on the Job Announcement. Follow the links listed there, complete, print out, and sign the forms. Fax or send in the regular mail. The FAX telephone number is listed on the vacancy announcement.

REQUIRED DOCUMENTS:

You must provide the required information during the on-line application process and fax all supporting documents to the fax number listed; if any of the following are missing when the announcement closes we will deem your application incomplete:

1. Resume complete in HHS Careers
2. Responses to Core Questions
3. Responses to Vacancy specific questions
4. Applicable Supporting Documentation

SUPPORTING DOCUMENTATION :

Supporting documentation requested to complete the application process

1. Resume - to be entered during on-line application process
2. If claiming Indian Preference, you must submit the BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, include a copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.

5. OF-306 Declaration for Federal Employment OF306.doc

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AGENCY CONTACT INFO:

KAREN OXENDINE
Phone: 503-326-3020
Fax: 503-326-5787
TDD: 301-443-6394
Email: Karen.oxendine@ihs.gov

Or write:
Department of Health and Human Services - IHS
Portland Area Indian Health Service
1220 SW 3rd Ave
PORTLAND, OR 97204

Fax: 503-326-5787