

Supporting Documentation

What documentation should I submit with my application?

1. Resume
2. Indian preference applicants – If claiming preference, applicants must provide **a completed copy of the current Form BIA - 4432 (expiration date 8/31/2011)**, “Verification of Indian Preference for Employment in the BIA and IHS Only.” Indian preference **will not** be given unless the current form is submitted with your application, including any verification by an authorized Tribal Representative or BIA official of tribal enrollment records, documentation of lineal descent, state or academic records that document you possess one-half degree Indian blood from a tribe indigenous to the United States, as well as official records that establish your degree of Indian blood, such as census records. The applicant must also complete the family history chart if necessary. **(See the form for detailed instructions for the completion of the BIA-4432).**
3. If claiming Veteran's Preference, you must submit a copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if you are a current or former Federal employee, and/or if requesting Reinstatement Eligibility.
5. Copy of most recent performance appraisal, if you are a current Federal employee.
6. Copy of transcripts must be submitted with the application if requested in the announcement or if you are substituting education for experience.
7. Signed PL 101-630 Indian Child Protection Addendum form may be required. Selectee(s) are required to complete a Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. IHS Indian Child Protection Addendum is available at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ChildcareAddendumOMBApprovedForm-2012.doc>

Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.

8. OF-306 Declaration for Federal Employment. Which is available at http://www.opm.gov/forms/pdf_fill/of0306.pdf
9. Some professional positions will require a copy of your current, valid, and active license.

Review the vacancy announcement section titled "How To Apply" for additional information and requirements.