

# How to Apply Using CareerConnector

March 2009



*U.S. Department of  
Homeland Security*

United States  
Secret Service

# Applying Online

The Secret Service has implemented an automated online system for employment application submission and review.

Your application is submitted electronically via the internet and your supporting documentation can be uploaded from your computer or submitted via fax into the electronic system.



*U.S. Department of  
Homeland Security*

United States  
Secret Service

# How it Works

This presentation will take you through the basics of the Secret Service application process.

Always thoroughly read the vacancy announcement for the specific position to which you are applying.



*U.S. Department of  
Homeland Security*

United States  
Secret Service

# Applying for a Federal Job

Applying for a Federal position is different than applying for a position in the private sector.

- Due to regulations and qualification guidelines, applying for a Federal position requires you to submit more detailed information about yourself and your qualifications.
- Initial determinations are based only on the content of your application.



*U.S. Department of  
Homeland Security*

United States  
Secret Service

# What is USAJOBS?

- One stop website for searching and applying for Federal employment.
- An online resume builder, storage and submission tool.
- Excellent source of information to aid you in navigating and completing the Federal application process.



*U.S. Department of  
Homeland Security*

United States  
Secret Service

# How to Apply Using USAJOBS

- Visit USAJOBS at <http://www.usajobs.gov>
- Use USAJOBS resume builder to create and store resumes.
- Use USAJOBS to upload supporting documentation (optional).
- Search for positions using the search capabilities or establish email notification for positions of particular interest.



*U.S. Department of  
Homeland Security*

United States  
Secret Service

# Step-by-Step Process

To make the application process more clear for our applicants, we have prepared step-by-step instructions.

- a. If you do not have a USAJOBS account, please continue to the next slide.
- b. If you already have a USAJOBS account, please begin with SLIDE 26-Searching for Secret Service Jobs .



*U.S. Department of  
Homeland Security*

United States  
Secret Service

# New Users – Getting Started

**USAJOBS**® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.  
"WORKING FOR AMERICA"

HELP ?

Search Jobs My USAJOBS Info Center Veterans Forms Employer Services

**YOU CAN CHANGE AMERICA**

Provide for yourself and help change our country with a career in the U.S. Government! [Get Started](#)

**GET STARTED** ▶

**SEARCH JOBS**

There are **45,014** U.S. Government job opportunities worldwide

What: (job title, keywords) Where: (city, state or zip code)

**SEARCH JOBS** ▶

**What did you do at your job today?**

Discover an exciting job that makes an impact!

**FEATURED JOB**

**Mining Engineer**

This is a permanent, full-time position located in Billings, Montana.

**FEATURED EMPLOYER**

**Congressional Research Service**

The public policy research arm of the U.S. Congress seeks senior manager to lead its Government and Finance Division.

New users must first register with USAJOBS.



U.S. Department of  
Homeland Security

United States  
Secret Service



# New Users – Create an Account

**USAJOBS**® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.  
"WORKING FOR AMERICA"

HELP ?

Search Jobs My USAJOBS Info Center Veterans Forms Employer Services

**Welcome to USAJOBS!**

To help you on your way to your next great career in the Federal Government, we've come up with three simple steps to get you going

- 1 Create an Account**
  - Build and store up to five distinct resumes
  - Save and automate job searches
  - Save job descriptions for future reference
- 2 Look for a job**
  - Search by Agency, Occupation, Location...
  - See featured jobs and employers
  - See which jobs are in demand
- 3 Get Informed**
  - Explore the Career Interests Center
  - See what the latest employment trends are
  - Learn the federal hiring process

New users must create an account.



U.S. Department of  
Homeland Security

United States  
Secret Service

# New Users – Registration and Personal Information

The screenshot shows the USAJOBS registration page. At the top, it says "USAJOBS" with the tagline "WORKING FOR AMERICA" and a description: "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal Jobs and employment information." There are navigation tabs for "Search Jobs", "My USAJOBS", "Info Center", "Veterans", "Forms", and "Employer Services". A "HELP" link is also present. The main heading is "Create New Career Center Account". Below this, there are several required fields marked with a red asterisk. The fields are: First Name (John), Middle Name (empty), Last Name (Doe), Home Address (2000 10th Street, NE), Home Address 2 (Apt 5), City/Town (Washington), State/Territory/Province (District of Columbia), Postal/ZIP Code (20000), Country (US), and Email (johndoe@aol.com). There is also a radio button selection for "What is your email format preference?" with "HTML" selected and "Text" unselected. At the bottom, there are fields for Username (johndoe) and Password (represented by dots). The Username field has a note: "Use between 4 and 20 characters". The Password field has a note: "Use 8 to 20 characters". A blue callout box on the right side of the form contains the text: "Complete personal information including user name and password."



U.S. Department of  
Homeland Security

United States  
Secret Service

# New Users – Registration and Personal Information

\* Are you a U.S. Citizen?

Yes  
 No

If you are not a U.S. citizen, please provide country of citizenship:

Country of citizenship:

Do you claim veterans' preference?

\* [Veterans' Preference](#)

No  
 5-point preference based on active duty in the U.S. Armed Forces  
 10-point preference for non-compensable disability or a purple heart  
 10-point preference based on a compensable service-connected disability of 10 percent but less than 30 percent  
 10-point preference based on spouse, widow, widower, or mother preference  
 10-point preference based on a compensable service-connected disability of 30 percent or more

Home | Search Jobs | My USAJOBS | Information Center | Veterans | Forms | Employer Services  
FAQS | Privacy Policy | Help | Site Map  
Contact Us | Privacy Act and Public Burden Information

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's

Continue to complete the registration.

Click "Submit" when finished.



U.S. Department of  
Homeland Security

United States  
Secret Service

# New Users – Create a Resume

The screenshot shows the USAJOBS user interface. At the top, there are navigation tabs: Search Jobs, My USAJOBS (selected), Info Center, Veterans, Forms, and Employer Services. Below these are links: My USAJOBS | Resume | Agents | Applications | Portfolio | Profile | Log Out. A welcome message says "Welcome back, John Doe!". An "USAJOBS ALERT" features an eagle icon and text: "We have revolutionized the Federal application process! You can now attach uploaded documents to your online application! You can upload up to 5 different documents in your own personal document Portfolio for repeated use. [Click here](#) to get started!". The "MY Resumes" section is expanded, showing a yellow box with the text "You currently do not have any resumes." and a prominent "CREATE NEW RESUME" button with a right-pointing arrow. A "Close Resumes" link with a close icon is in the top right of this box. A dark blue callout box with a white border and rounded corners points to the "CREATE NEW RESUME" button, containing the text: "After creating a user account, applicants must create a resume using the USAJOBS resume builder." Below the resume section are links for "MY Job Search Agents", "MY Applications", "MY Portfolio", and "MY Account Profile", each with a small icon.



U.S. Department of  
Homeland Security

United States  
Secret Service

# Creating Resume – STEP 1: Getting Started

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

[Check out a Sample Resume](#)

### Resume Builder

1. **Getting Started** 2. Experience 3. Related Information 4. Finishing Up

[Preview your Resume as you build it!](#)

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

#### Confidentiality ?

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches. [Learn more](#)

Confidential  Non-Confidential

#### Candidate Information ?

**Note:** If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more](#)

\* **Name Your Resume**  [What is this?](#)

\* **First Name**

Name your resume, verify and complete personal information (SSN, phone number, etc.).

**NOTE:** You can create and store more than one resume.



U.S. Department of  
Homeland Security

United States  
Secret Service

# Creating Resume – STEP 2: Experience and Education

**Highest Career Level Achieved** ?

Note: This will change the Career Level on all your resumes.

Student

**Federal Employee Information** ?

\* Are you or were you ever a Federal civilian employee?  Yes  No

**SAVE FOR LATER** **NEXT**

Click "Next" to go to Step 2: Experience.

If you wish to return to complete resume at a later time, click "Save for Later".

Home | Search Jobs | My USAJOBS | Information Center | Veterans | Forms | Employer Services  
FAQS | Privacy Policy | Help | Site Map  
Contact Us | Privacy Act and Public Burden Information

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



U.S. Department of  
Homeland Security

United States  
Secret Service

# Creating Resume – STEP 2: Experience

\* Employer Name

\* City/Town

\* State/Territory/Province

\* Country

\* Formal Title

\* Start Date

\* End Date:

Salary

\* Average Hours per week

May we contact your supervisor?  Yes  No

Is this a Federal position?  Yes  No

\* Duties, Accomplishments and Related Skills

Character Count: 0 (3,000 character limit)

**OR**

I don't have any work experience.

Use "Add Work Experience" for additional experience.


You can check this box, if you do not have work experience.



U.S. Department of  
Homeland Security

United States  
Secret Service

# Creating Resume – STEP 2: Education

**Education** 

\* **School or Program Name**

\* **City/Town**

\* **State**

\* **Country**

\* **Degree/Level Attained**

[Degree/Level Clarifications](#)

**Completion Date**

**Major**

**Minor**

**GPA**  of GPA Max.

**Total Credits Earned**

**System for Awarded Credits**

- Semester Hours
- Quarter Hours
- Other

**Honors**

**Relevant Coursework, Licensures and Certifications**

As with the experience, you can add education or select that you do not have education.



U.S. Department of  
Homeland Security

United States  
Secret Service



# Creating Resume – STEP 2: Job Related Training

**Job Related Training** ?

List the titles and completion date of training courses that are relevant to the position you are seeking.

(You have 2000 characters remaining for your description...)  
(max. 2,000 characters)

[← PREVIOUS](#) [SAVE FOR LATER](#) [NEXT →](#)

**You may also add job related training prior to moving to the next step.**

**Click "Next" to go to Step 3: Related Information.**

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [Forms](#)  
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)  
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.




U.S. Department of  
Homeland Security

United States  
Secret Service

# Creating Resume – STEP 3: Related Information

**Resume Builder**

1. Getting Started 2. Experience **3. Related Information** 4. Finishing Up  **Preview your Resume as you build it!**

The sections below are optional. However, if you choose to complete a section you must enter all required (\*) fields.

### References

**Note:** If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more.](#)

\* **Name**


**Employer**


**Title**

\* **Phone**

**Email**

\* **Reference type**  Professional  Personal



Name	Employer	Title	Reference Type
<a href="#">John Doe</a>			Personal 

In Step 3, you can add references.



U.S. Department of  
Homeland Security

United States  
Secret Service

# Creating Resume – STEP 3: Related Information

**Additional Language Skills** ?

**Language**

**Spoken:**  None  Novice  Intermediate  Advanced

**Written:**  None  Novice  Intermediate  Advanced

**Read:**  None  Novice  Intermediate  Advanced

**+ ADD LANGUAGE**

**Affiliations** ?

\* **Organization Name**

\* **Affiliation/Role**

**+ ADD AFFILIATION**

**Professional Publications** ?

Enter any professional publications in the space provided

In Step 3, you can also add language skills, affiliations, and professional publications.



U.S. Department of  
Homeland Security

United States  
Secret Service

# Creating Resume – STEP 3: Related Information

**Additional Information** ?

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement. [Need more space? Click here to expand this field.](#)

(You have 20000 characters remaining for your description...)

---

**Availability** ?

**Note:** Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

**What type of work will you be willing to accept?**

Permanent       Temporary       Term       Intermittent  
 Detail       Temporary Promotion       Summer       Seasonal  
 Federal Career Intern       Student Career Experience

---

**What type of work schedule will you be willing to accept?**

In Step 3, you can add additional information as well as select your availability.



U.S. Department of  
Homeland Security

United States  
Secret Service



# Creating Resume – STEP 3: Related Information

**Desired Locations** ?





**Note:** Including this information will provide recruiters with additional information about the locations you are seeking. It will not exclude your resume from consideration.

Please select the Desired Location(s) you are willing to work in.  
(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State                      then Locale(s)                      Click arrow to add ('X' to delete)

US Alabama Alaska Arizona Arkansas Armed Force Europe, th Armed Forces Americas		 <b>ADD</b>	
		 <b>DELETE</b>	

Show locations for this region:  
[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#)  
[Caribbean and Central America](#) | [Middle East](#)

 **PREVIOUS**     **SAVE FOR LATER**     **NEXT** 

Home | Search Jobs | My USAJOBS | Information Center | Veterans | Forms  
FAQS | Privacy Policy | Help | Site Map  
Contact Us | Privacy Act and Public Burden Information

In Step 3, you can select your desired locations.

Click "Next" to go to Step 4: Finishing Up.



U.S. Department of  
Homeland Security  
  
United States  
Secret Service

# Creating Resume – STEP 4: Finishing Up

**Spell Check** ?

We highly recommend that you spell check your resume. A professional resume shows your attention to detail and can give you a competitive edge!

**SPELL CHECK**

**Make Searchable** ?

Activating your resume will allow recruiters to find your resume during resume searches.

**ACTIVATE RESUME**

**OR**

Save your resume. To make future changes to your resume, click Manage Resumes on your My USAJOBS homepage.

**SAVE FOR LATER**

**PREVIOUS**

Click "Activate Resume".



U.S. Department of  
Homeland Security

United States  
Secret Service

# Uploading Documents on USAJOBS (Optional)

**Search Jobs** **My USAJOBS** **Info Center** **Veterans** **Forms** **Employer Services**

My USAJOBS | **Resume** | Agents | Applications | Portfolio | Profile | Log Out

 USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

**Resume Listings and Activity**

<b>Resume 1: Resume 1</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a> Format: USAJOBS Resume	Status: Not Searchable <a href="#">Make Searchable</a>
<b>Resume 2: Sample 3</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a> Format: USAJOBS Resume	Status: Not Searchable <a href="#">Make Searchable</a>
<b>Resume 3: test 4</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a> Format: USAJOBS Resume	Status: Not Searchable <a href="#">Make Searchable</a>
<b>Resume 4: Resume 2</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a>   <a href="#">Renew</a>	Status: Searchable <a href="#">Make Not Searchable</a> Expiration Date: 9/18/2010

Note that your resume has been saved, it can be viewed and edited.

To upload common supporting documentation on USAJOBS (i.e. transcripts, DD-214), click "Portfolio".



U.S. Department of  
Homeland Security

United States  
Secret Service

# Uploading Documents on USAJOBS (Optional)

The screenshot shows the USAJOBS website interface. At the top, there are navigation tabs: Search Jobs, My USAJOBS (highlighted), Info Center, Veterans, Forms, and Employer Services. Below these are links: My USAJOBS | Resume | Agents | Applications | Portfolio (highlighted) | Profile | Log Out. A text block explains that USAJOBS allows up to five attachments (DD-214, SF-15, SF-50, OF-306, Transcripts) and notes a compatibility issue with Mozilla Firefox versions 3 and higher. The 'MY Portfolio' section contains an 'Upload a New Document' form with a dropdown menu set to 'DD-214', a 'Browse...' button circled in red, a text field for the attachment name, and an 'UPLOAD' button. A status message at the bottom indicates 'You have saved 0 of 5 possible documents to your portfolio.'

Use the dropdown menu to select the document type.

Click "Browse" to locate the file.

Click "Upload" after you have located and selected the file.

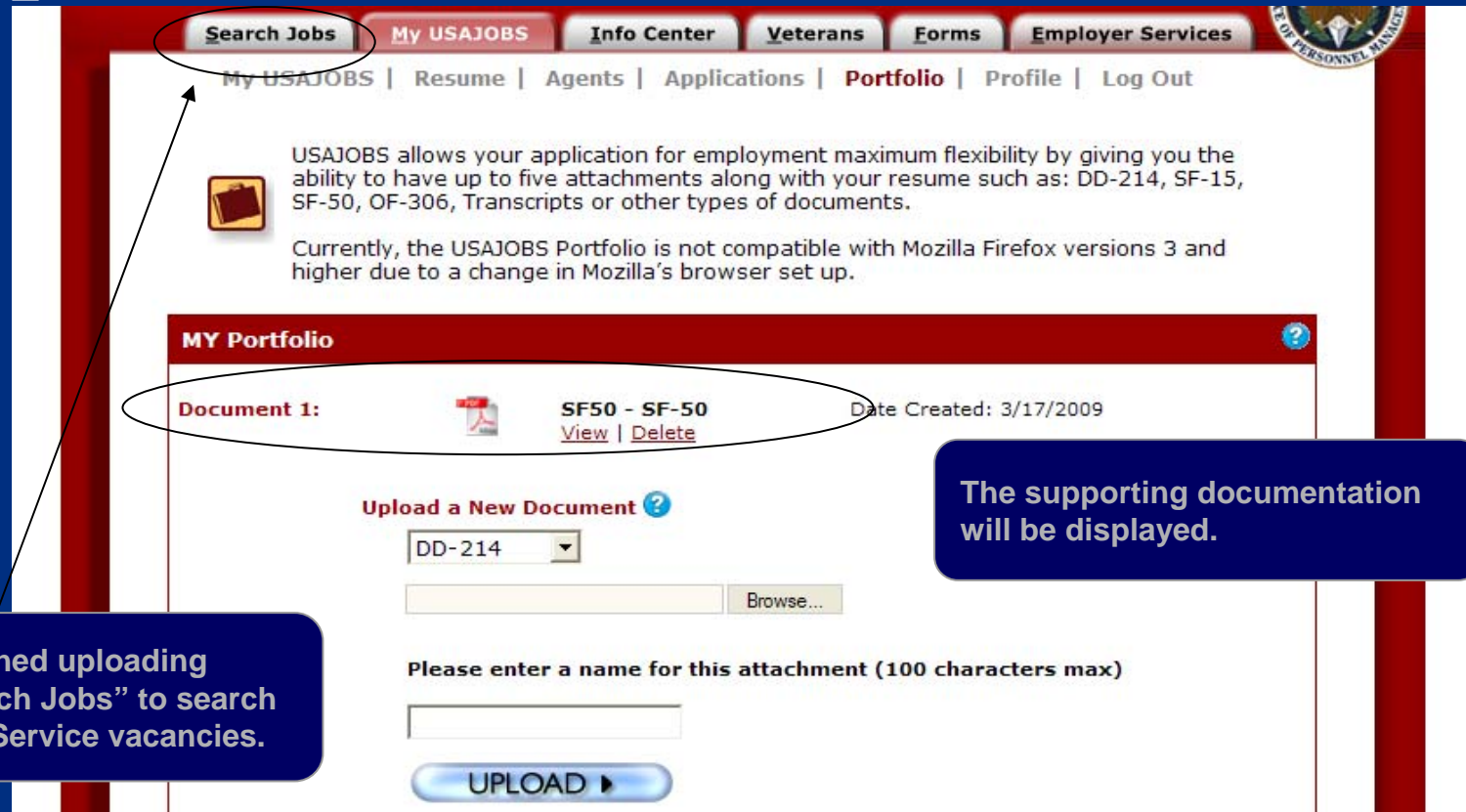


U.S. Department of  
Homeland Security

United States  
Secret Service



# Uploading Documents on USAJOBS (Optional)



The screenshot shows the USAJOBS user interface. At the top, there are navigation tabs: Search Jobs, My USAJOBS, Info Center, Veterans, Forms, and Employer Services. Below these is a secondary navigation bar with links: My USAJOBS, Resume, Agents, Applications, Portfolio (highlighted), Profile, and Log Out. The main content area contains text explaining that users can upload up to five attachments (e.g., DD-214, SF-15, SF-50, OF-306, Transcripts) and a note about browser compatibility with Mozilla Firefox. Below this is a section titled "MY Portfolio" which lists a document: "Document 1: SF50 - SF-50" with a "View" and "Delete" link, and a "Date Created: 3/17/2009". Underneath is the "Upload a New Document" section, featuring a dropdown menu with "DD-214" selected, a "Browse..." button, a text input field for a name, and an "UPLOAD" button.

When finished uploading click "Search Jobs" to search for Secret Service vacancies.

The supporting documentation will be displayed.



U.S. Department of Homeland Security  
United States Secret Service

# Searching for Secret Service Jobs

**Search Jobs** | **My USAJOBS** | **Info Center** | **Veterans** | **Forms** | **Employer Services**

Basic Search | **Agency Search** | Series Search | Advanced Search | Senior Executive

Search only for jobs within selected Federal government agencies. Please enter an agency name in the text box below or select a sub-agency or organizational component from the drop down list below.

**Enter a Department/Agency Name** ?

(example: "Department of Education", "General Services Administration", "Department of State", or "FAA" ) [More Tips](#)

**Or, Select a Department, Independent Agency, Bureau or Organizational Sub-Component** ?

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

- National Protection and Programs Directorate
- Office of Intelligence & Analysis
- Office of the Inspector General
- Transportation Security Administration
- Under Secretary for Science and Technology
- US Coast Guard
- US Secret Service**
- US-VISIT

**Location Search** ?

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

----- Select all -----

US

**FEATURED JOB**

» [Assistant Regional](#)

» [The Department of State](#)

Make a difference through diplomacy - promoting hope and building democracy in Iraq



U.S. Department of  
Homeland Security

United States  
Secret Service

# USAJOBS – Vacancy Listings

Jobs 1 to 10 of 10 Page: [1] [Map Results](#)

Closing ▲	Job Summary ▲	Agency	Location	Salary ▲
10/27/2008	<a href="#">Document Control Assistant (DT)</a> Building on a Tradition of Excellence and Meeting the Challenges of the Future The Secret Service is a premier law enforcement organization with two critical national security missions: protect our ... <a href="#">[more]</a>	Homeland Security, US Secret Service	US-DC-Office of Investigations, Criminal Investigative D	31,751.00+
	<b>Vacancy Ann.#:</b> INV-MH462-07 <b>Who May Apply:</b> Public <b>Pay Plan:</b> GS-0303-5/6 <b>Appointment Term:</b> Permanent <b>Job Status:</b> Full-Time <b>Opening Date:</b> 10/23/2008 <b>Salary:</b> From 31,751.00 to 46,011.00 USD per year			
10/27/2008	<a href="#">Investigative Assistant (OA)</a> Building on a Tradition of Excellence and Meeting the Challenges of the Future The Secret Service is a premier law enforcement organization with two critical national security missions: protect our ... <a href="#">[more]</a>	Homeland Security, US Secret Service	US-PA-Office of Investigations, Philadelphia Field Office	31,554.00+
	<b>Vacancy Ann.#:</b> INV-MH464-08 <b>Who May Apply:</b> Public <b>Pay Plan:</b> GS-1802-5/7 <b>Appointment Term:</b> Permanent <b>Job Status:</b> Full-Time <b>Opening Date:</b> 10/23/2008 <b>Salary:</b> From 31,554.00 to 50,807.00 USD per year			

Click on the position title to view the vacancy announcement.



U.S. Department of  
Homeland Security

United States  
Secret Service

# USAJOBS – Vacancy Announcement

Please read vacancy announcement in its entirety by clicking each tab.

Search Jobs My USAJOBS Info Center Veterans Forms Employer Services

Department: **Department Of Homeland Security**  
Agency: **Homeland Security, US Secret Service**  
Job Announcement Number:  
**INV-MH464-08**

**US Secret Service**

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

[← Back to Search Results](#)

## Investigative Assistant (OA)

**SALARY RANGE:** 31,554.00 - 50,807.00 USD per year **OPEN PERIOD:** Thursday, October 23, 2008 to Monday, October 27, 2008

**SERIES & GRADE:** GS-1802-5/7 **POSITION INFORMATION:** Full-Time

**PROMOTION POTENTIAL:** None Permanent

**WHO MAY BE CONSIDERED:** All U.S. Citizens

**DUTY LOCATIONS:** 1 vacancy - Office of Investigations, Philadelphia Field Office, Philadelphia, PA

Indicate lowest grade acceptable. Applicants who fail to indicate the lowest grade acceptable will only be referred for the highest grade for which qualified.

**JOB SUMMARY:**



U.S. Department of  
Homeland Security

United States  
Secret Service

# USAJOBS – Begin Application

- Plan and implement security designs for National Special Security Events.
- Investigate financial crimes including fraud, identity theft and computer-based attacks on banking or telecommunications infrastructure.

## KEY REQUIREMENTS:

- U.S. citizenship is required.

[← Back to Search Results](#)

Click “Apply Online” to begin applying to the job.



## Send Mail

**Send Mail to:**  
United States Secret Service  
Please read entire announcement  
Please apply online  
Washington, DC 20223  
Fax: 999-999-9999



## Questions?

**For questions about this job:**  
Personnel Division  
Phone: 202-406-5562  
Fax: 999-999-9999  
Email: sasupport@secretservice.gov



U.S. Department of  
Homeland Security

United States  
Secret Service

# USAJOBS – Select Resume and Supporting Documentation

The screenshot shows the USAJOBS application interface. At the top, there are navigation tabs: Search Jobs, My USAJOBS, Info Center, Veterans, Forms, and Employer Services. Below these is a breadcrumb trail: My USAJOBS | Resume | Agents | Applications | Portfolio | Profile | Log Out. A red "Please Note" banner states: "If you are resubmitting or updating a previous application you must re-submit all required documents!". The job details are: Job Title: Criminal Investigator, Agency: US Secret Service, Dept of Homeland Security, Job Location: Site to be determined after selection is made. There are two dropdown menus: "Resume" with options: Select, Resume 1, Sample 3, test 4, Resume 2; and "Attachment(s)" with options: Select, SF-50. A blue button at the bottom says "APPLY FOR THIS POSITION NOW!". Two blue callout boxes with arrows point to the resume and attachment dropdowns, and the application button. The first callout says "Step 1: Select relevant resume and supporting documentation (if applicable)". The second callout says "Step 2: Click 'Apply For This Position Now'".

**Please Note:** If you are resubmitting or updating a previous application you must re-submit all required documents!

**Apply Online** to the following job:

Job Title: Criminal Investigator  
Agency: US Secret Service, Dept of Homeland Security  
Job Location: Site to be determined after selection is made

**Resume** - Select one of your stored resumes to send:

- Select
- Resume 1
- Sample 3
- test 4
- Resume 2

**Attachment(s)** - Select one or more of your attachments to send:

- Select
- SF-50

**APPLY FOR THIS POSITION NOW!**

**Step 1: Select relevant resume and supporting documentation (if applicable).**

**Step 2: Click "Apply For This Position Now".**



U.S. Department of  
Homeland Security

United States  
Secret Service

# USAJOBS – CareerConnector Redirect Page

**USAJOBS**<sup>®</sup>  
"WORKING FOR AMERICA"

USAJOBS is the official job site of the United States Federal Government.  
It's your one-stop source for Federal jobs and employment information.



**We are now bringing you to the system used by the**

**US Secret Service**

**to complete the application process.  
You'll be returned to USAJOBS upon completion.**

**(Your browser should automatically take you there in 5 seconds)**

**[or click here to be taken there now](#)**

**You will be redirected to  
CareerConnector.**



We are now bringing you to the system u



*U.S. Department of  
Homeland Security*

United States  
Secret Service

# CareerConnector – Welcome Screen

## United States Secret Service



[Return to USAJOBS](#)

### Account Creation

You have arrived here from USAJOBS to continue your application.

Since you are new to this system, you will need to complete the account creation pages before you can apply to the vacancy. Your account information from USAJobs will be pre-populated for you where applicable.

Begin

Click "Begin".

#### Resources

- » [How To Apply](#)
- » [CareerConnector Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)

For Assistance Contact: [careerconnectorhelp@do.treas.gov](mailto:careerconnectorhelp@do.treas.gov)

powered by **monster**  
Your calling is calling™



[Privacy Policy](#) | [Security Notice](#) | [Section 508](#) | [Department of Homeland Security](#) | [USA.gov](#)

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truth completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).



U.S. Department of  
Homeland Security


United States  
Secret Service



# CareerConnector – Personal Information

[Return to USAJOBS](#)

## Account Creation




Your applicant profile cannot be edited at this time. Changes to your applicant profile must be made by accessing your account in the My USAJOBS tab. In order to proceed with the process, please fill in your Date of Birth below.

Items marked with \* are required.

Personal Information		Step 1 of 5
* First Name	<input type="text" value="Jane"/>	
Middle Initial	<input type="text"/>	
* Last Name	<input type="text" value="Doe"/>	
* SSN	<input type="text" value="... - ... - ..."/>	
* Confirm SSN	<input type="text" value="... - ... - ..."/>	
* Address 1	<input type="text" value="1400 Pennsylvania Ave NW"/>	
Address 2	<input type="text"/>	
Address 3	<input type="text"/>	
* City	<input type="text" value="Washington"/>	
* Country	<input type="text" value="US"/>	

**Resources**

- >> [How To Apply](#)
- >> [CareerConnector Frequently Asked Questions](#)
- >> [Secret Service Website](#)
- >> [Secret Service Vacancies](#)



The information that you provided in USAJOBS will be transferred to CareerConnector.

Click "Next".




U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Veterans Information

[Return to USAJOBS](#)

## Account Creation




Veterans of the United States Armed Forces may be entitled to preference when applying for federal positions. For a detailed explanation of veterans preference, please refer to the Office of Personnel Management website at the following link: <http://www.opm.gov/veterans/>.

Items marked with \* are required.

Military Service and Veteran Preference		Step 2 of 5
*Do you claim veterans' preference?		
1	<input checked="" type="radio"/> Not a veteran.	
2	<input type="radio"/> 30 percent or more compensably disabled veteran	
3	<input type="radio"/> 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more.	
4	<input type="radio"/> Other 10-point veteran. You must be one of the following: <ul style="list-style-type: none"> <li>a. A disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action.</li> <li>b. A veteran's widow or widower who has not remarried.</li> <li>c. The wife or husband of a veteran who has a service-connected disability.</li> <li>d. The widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled.</li> </ul>	
5	<input type="radio"/> 5-point veteran. You must have been discharged under honorable	

**Resources**

- » [How To Apply](#)
- » [CareerConnector Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)



Select the response that describes your Military service and Veterans' Preference.

Click "Next".




U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Core Questions

[Return to USAJOBS](#)

## Account Creation




The following questions are used to assist us in determining your eligibility for specific Federal employment programs or types of appointment. Please carefully read the questions and the responses listed for each. If a question does not apply to you, please select "Not applicable".

You may be required to submit proof of eligibility. Please follow the instructions in the vacancy announcement for submitting proof of eligibility documents (e.g., DD-214 for military service, Notification of Personnel Action for Federal status, transcripts for formal education, etc.).

Items marked with \* are required.

**Resources**

- >> [How To Apply](#)
- >> [CareerConnector Frequently Asked Questions](#)
- >> [Secret Service Website](#)
- >> [Secret Service Vacancies](#)



Core Questions	Step 3 of 5
* 1. Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years ( may have been released just short of 3 years ) ?	<input type="radio"/> Yes <input type="radio"/> No
* 2. If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System (select "Not applicable" if this question does not apply to you)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No, but I have an a <input type="radio"/> Not applicable
* 3. Are you a current Federal employee?	<input type="radio"/> Yes <input type="radio"/> No

**Core Questions are asked only at the initial registration process.**

**After answering the core questions, click "Next".**




U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Demographic Information

[Return to USAJOBS](#)

## Account Creation




**YOUR PRIVACY IS PROTECTED**

SUBMISSION OF THIS INFORMATION IS VOLUNTARY. Failure to do so will not affect the status of your application.

This information is needed to evaluate hiring and recruitment efforts, as required by Federal law. This is vital information not available from any other source. We can only get it directly from you. Your voluntary responses are treated in a highly confidential manner. Responses are not released to the panel rating applications, to the selecting official, to anyone who can affect your application, or to the public. Your responses are stored as a tally for the group of all applicants for this vacancy in a manner that cannot be associated with any individual application. Information taken from this form is not placed in a Personnel file. Thank you for helping us to provide better service.

**Resources**

- >> [How To Apply](#)
- >> [CareerConnector](#)
- [Frequently Asked Questions](#)
- >> [Secret Service Website](#)
- >> [Secret Service Vacancies](#)



Demographic Information		Step 4 of 5
1. Ethnicity:	<input type="radio"/> Hispanic or Latino. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.	
	<input type="radio"/> Not Hispanic or Latino	
2. Race:	<input type="checkbox"/> American Indian or Alaska Native. A person having origins in any of the original peoples North or South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition.	

Select the responses to the demographic questions.

**NOTE:** Responding to these questions is voluntary.

Click "Next".



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Resume Review

[Return to USAJOBS](#)

## Account Creation

Your applicant profile cannot be edited at this time. Changes to your applicant profile must be made by accessing your account in the My USAJOBS tab.



Items marked with \* are required.

Resume Information	Step 5 of 5
Social Security Number: xxx-xx-1111	
Country of citizenship: United States of America	
Veterans' Preference: No	

[< Previous](#)      [Step 5 of 5](#)      [Next >](#)

For Assistance Contact: [careerconnectorhelp@do.treas.gov](mailto:careerconnectorhelp@do.treas.gov)

[Privacy Policy](#) | [Security Notice](#) | [Section 508](#) | [Department of Homeland Security](#)

This is a Federal job application system. Providing false information, creating fake IDs, or failing to provide information completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the integrity of the system may be punishable by fine or imprisonment (US Code, Title 18, section 1011).

**Resources**

- » [How To Apply](#)
- » [CareerConnector](#)
- » [Frequently Asked Questions](#)

The resume you selected from USAJOBS will be displayed.

Click "Next" to proceed with the application process.



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Registration Confirmation

**United States Secret Service**

Return to USAJOBS  
Apply to your Vacancy  
View Application Status  
My Account

**Account Creation**

Apply to this Vacancy

Account Created!  
Congratulations. Your account has been created.

Your registration will be saved.  
Click "Apply to this Vacancy" to proceed with the application process.

Resources

- >> [How To Apply](#)
- >> [CareerConnector Frequently Asked Questions](#)
- >> [Secret Service Website](#)
- >> [Secret Service Vacancies](#)

powered by **monster**  
Your calling is calling™

[Privacy Policy](#) | [Security Notice](#) | [Section 508](#) | [Department of Homeland Security](#) | [USA.gov](#)

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Vacancy Questions

Return to USAJOBS

Apply to your Vacancy

View Application Status

My Account

## Apply to Vacancy

Series Grade Location — Grade Specific Question — All Grade Questions — Documents — Application Review

Series Grade Location

**Please Note: Your application will be saved for your convenience after each page.**

### Series, Grade and Location Selection

#### Series

This position is offered for a single series.

**Please indicate the series for which you wish to be considered.**

\* Check all that apply.

1.	<input type="checkbox"/> 1811-Criminal Investigator
----	---

#### Grade

This position is offered for multiple grades. To better determine your eligibility, you can opt in for the grades for which you would like to compete. You will be considered separately for each grade you select. Select from the list below.

**Please indicate the grades for which you wish to be considered.**


\* Check all that apply.

1.	<input type="checkbox"/> Grade 07-07
2.	<input type="checkbox"/> Grade 09-09

#### Location

#### Resources

- >> [How To Apply](#)
- >> [CareerConnector Frequently Asked Questions](#)
- >> [Secret Service Website](#)
- >> [Secret Service Vacancies](#)



Select the series, grade(s), and location(s) you wish to be considered for.

Click "Next".



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Vacancy Questions by Grade

**Vacancy Questions**

Return to USAJOBS  
Apply to your Vacancy  
View Application Status  
My Account

Series Grade Location → **Grade Specific Question** → All Grade Questions → Documents → Application Review

Items marked with \* are required.

**Grade - 07 Questions**

\* 1. GL-7: Select the response that best describes your education and/or experience.

- I possess at least one year (52 weeks) of specialized experience equivalent to the GL-5, as described above and in the vacancy announcement.
- I possess a bachelor's degree in a related field and I meet at least one of the requirements of superior academic achievement, as described above.
- I possess one year of graduate level education in a related field.
- I possess a combination of specialized experience, as described above and in the vacancy announcement, and related graduate level education, that when combined, meet the qualification requirements for this position.
- I do not meet any of the requirements as described above.

**Resources**

- » [How To Apply](#)
- » [CareerConnector Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)

**The grade specific questions will be displayed.**

**After responding to the questions, click "Next".**

**Important!** All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process.



U.S. Department of  
Homeland Security

United States  
Secret Service



# CareerConnector – Vacancy Questions for All Grades

**Vacancy Questions**

Series Grade Location | **Grade Specific Question** | **All Grade Questions** | Documents | Application Review

Items marked with \* are required.

**All Grades Questions**

1. Select from the following list of duties those which reflect your experience and/or training/education. Your resume should reflect how you obtained your experience and/or training/education.

- Protective Methods and Techniques
- Arrest Procedures
- Investigative Methods and Techniques
- Surveillance
- Constitutional Law
- Criminal Law
- Seizure
- Security
- Court Proceedings
- Rules of Evidence
- Criminal procedures and court decisions concerning admissibility of evidence
- Constitutional rights
- Search and seizure techniques and procedures

**After responding to the vacancy questions, click "Next".**

**The highlighted square indicates the step of the process you are currently in.**



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Vacancy Required Documents

Return to USAJOBS  
Apply to your

## Vacancy Documents

Series | Grade Specific Question | All Grade Questions | **Documents** | Application Review

Documents

Shows you what documents are required by this vacancy and lets you select documents you have already loaded into the system. You can also add new documents to the system if needed.

from your profile that will be sent with your application.



at level documents exist.

are additional documents requested for this vacancy. Please either select a document or add a new document to the system as needed.

Type	Description	Action
College Transcripts	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
DD-214	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
Notice of Results - TEA	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>

**Resources**

- » [How To Apply](#)
- » [CareerConnector Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)

A listing of documents for this vacancy will be displayed. Follow the instructions in the vacancy announcement regarding required supporting documentation.

**NOTE:** Not all documents will be applicable for each applicant (i.e. DD-214 is only required from veterans).

You may upload supporting documentation from your computer, download documentation you have loaded into USAJOBS, or generate cover sheets to fax in your supporting documentation.



U.S. Department of Homeland Security

United States Secret Service

# CareerConnector – Upload Vacancy Required Documents

[Return to USAJOBS](#)

[Apply to your Vacancy](#)

[View Application Status](#)

[My Account](#)

## Vacancy Documents

Series Grade Location
Grade Specific Question
All Grade Questions
Documents
Application Review

Documents


This page shows you what documents are required by this vacancy and lets you select from any documents you have already loaded into the system. You can also add new documents to the system if needed.

Documents from your profile that will be sent with your application.

**No applicant level documents exist.**


Additional documents requested for this vacancy. Please either select from the list or add a new document to the system as needed.

	Description	Action
	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
<a href="#">DD-214</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
<a href="#">Notice of Results - TEA</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>



**Resources**

- >> [How To Apply](#)
- >> [CareerConnector Frequently Asked Questions](#)
- >> [Secret Service Website](#)
- >> [Secret Service Vacancies](#)



To upload supporting documentation from your computer, click "Upload" for the specific document.



U.S. Department of Homeland Security

United States Secret Service

# CareerConnector – Upload Vacancy Required Documents

**Document Manager**

**Upload a Document** Step 7 of 7

Simply fill in the fields below, use the Browse button to find the file you wish to upload, and then select the Upload Document button.

\* Description

Type College Transcripts

File  Browse...

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image (.jpg), png image(.png), rich text format(.rtf), Microsoft word (.doc), adobe pdf (.pdf)
- 2MB is the maximum size allowed for a document

**Resources**

- » [How To Apply](#)
- » [CareerConnector Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)

**For Assistance Contact:** [careerconnectorhelp@do.treas.gov](mailto:careerconnectorhelp@do.treas.gov)

[Privacy Policy](#) | [Security Notice](#) | [Section 508](#) | [Department of Homeland Security](#)

This is a Federal job application system. Providing false information, creating fake... completely may be grounds for not hiring, for disbarment from Federal employment... Falsifying a Federal job application, attempting to violate the privacy of others, or att... may be punishable by fine or imprisonment (US Code, ...)

Name the file in the “Description” field.

Click “Browse” to locate the file you wish to upload.

After you have selected the file, click “Upload Document”.



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Upload Vacancy Required Documents

[Return to USAJOBS](#)

[Apply to your Vacancy](#)

[View Application Status](#)

[My Account](#)

## Vacancy Documents

Series Grade Location
Grade Specific Question
All Grade Questions
Documents
Application Review

Documents

- Document Uploaded Successfully.


This page shows you what documents are required by this vacancy and lets you select from any documents you have already loaded into the system. You can also add new documents to the system if needed.

Documents from your profile that will be sent with your application

**No applicant level documents exist.**

The following are additional documents requested for this vacancy. You can select an existing document or add a new document to the system as new.

Document Type	Description	Action
<a href="#">College Transcripts</a>	<a href="#">SF-50</a>	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a> <a href="#">Reuse existing document</a>
<a href="#">DD-214</a>	<a href="#">DD-214</a>	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>



**Resources**

- » [How To Apply](#)
- » [CareerConnector Frequently Asked Questions](#)

You will receive a confirmation if you were successful in uploading the document.



U.S. Department of Homeland Security  
 United States Secret Service

# CareerConnector – Download Vacancy Required Documents

Return to USAJOBS

Apply to your Vacancy

View Application Status

My Account

## Vacancy Documents

Series Grade Location
Grade Specific Question
All Grade Questions
Documents
Application Review

Documents

This page shows you what documents are required by this vacancy and lets you select from any documents you have already loaded into the system. You can also add new documents to the system if needed.

Documents from your profile that will be sent with your application.

Documents requested for this vacancy. Please either select document to the system as needed.

Document type	Description	Action
<a href="#">College Transcripts</a>	No document Submitted	<a href="#">Upload</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;"> <a href="#">USAJOBS</a> </span> <a href="#">Fax</a>
<a href="#">DD-214</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
<a href="#">Notice of Results - TEA</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>

**Resources**

- » [How To Apply](#)
- » [CareerConnector](#)
- » [Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)

**To download documentation that you have uploaded to USAJOBS, click "USAJOBS" for that specific document.**



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Download Vacancy Required Documents

**Return to USAJOBS**

**Apply to your Vacancy**

**View Application Status**

**My Account**

## Document Manager

Use this page to add another document to the system.

### Retrieve a document from USAJOBS

The dropdown below has your USAJOBS documents in it. Select the document you want to use for this document type and click the Download button.

\* USAJOBS Documents --- Please Select ---

**Download from USAJOBS** Cancel

### Resources

- » [How To Apply](#)
- » [CareerConnector Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)

**career connector**

For Assistance Contact: [careerconnectorhelp@do.t](mailto:careerconnectorhelp@do.t)

**monster**  
Your calling is calling™

[Privacy Policy](#)

This is a Federal job application system. Falsifying a Federal job application, at any time, may be cause for disqualification.

[USA.gov](#)

Answer all questions truthfully and completely after the applicant begins work. Falsifying information may compromise the operation of this system (01).

**Using the dropdown menu, select the supporting documentation.**

**Click "Download from USAJOBS".**



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Download Vacancy Required Documents

Return to USAJOBS

Apply to your Vacancy

View Application Status

My Account

## Vacancy Documents

Series Grade Location

Grade Specific Question

All Grade Questions

Documents

Application Review

Documents

- Document Downloaded Successfully.

This page shows you what documents are required by this vacancy and lets you select from any documents you have already loaded into the system. You can also add new documents.

Document

**No appli**

You will receive a confirmation if you were successful in downloading the document.

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed.

Document Type	Description	Action
<a href="#">College Transcripts</a>	<a href="#">SF-50</a>	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a> <a href="#">Reuse existing document</a>
<a href="#">DD-214</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>

**Resources**

- >> [How To Apply](#)
- >> [CareerConnector](#)
- >> [Frequently Asked Questions](#)
- >> [Secret Service Website](#)
- >> [Secret Service Vacancies](#)



U.S. Department of  
Homeland Security

United States  
Secret Service



# CareerConnector – Generate and Print Vacancy Fax Cover Sheets

[Return to USAJOBS](#)

[Apply to your Vacancy](#)

[View Application Status](#)

[My Account](#)

## Document Manager

Series Grade Location — Grade Specific Question — All Grade Questions — **Documents** — Application Review

Documents

Use this page to generate coversheet.

Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency.

### Fax a Document

Review the [Fax Instructions](#) before you print out your coversheet.

Type	College Transcripts
	<a href="#">Generate Cover Sheet</a> <a href="#">Cancel</a>

**Resources**

- » [How To Apply](#)
- » [CareerConnector Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)

[careerconnector](#)

For Assistance Contact: [careerconnectorhelp@do.treas.gov](mailto:careerconnectorhelp@do.treas.gov)

[Privacy Policy](#) | [Security Notice](#) | [Section 508](#) | [Department of Homeland Security](#) | [USA.gov](#)



U.S. Department of  
Homeland Security

United States  
Secret Service

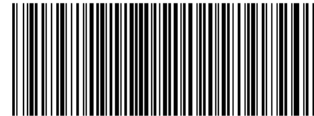
# CareerConnector – Sample Fax Cover Sheet

FAX=1887909  
DB=20  
CHK=180

(Please do not write or mark above this line.)

## Fax Cover Sheet

To:	CareerConnector-Fax Imaging	From:	DOE, JOHN
Fax:	571-258-4254	# of Pages: (including cover)	
Phone:	202-486-6420	Date:	
Re:	Applicant Documentation: College Transcripts	Vacancy #:	



MGSF1887909X20FSGM  
FAX=1887909  
DB=20  
CHK=180

## Fax Instructions

1. Please make sure all information is complete and signed where necessary before faxing the documentation.
2. Write in the number of pages, date and vacancy announcement number.

The fax cover sheet will be displayed.

Print the cover sheet.

Close the window after you have printed the cover sheet.

If faxing supporting documentation, applicants must use the system-generated fax cover sheets and fax documents with cover sheets to the number indicated on the fax cover sheet.



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Vacancy Required Documents

**Return to USAJOBS**  
**Apply to your Vacancy**  
**View Application Status**  
**My Account**

## Document Manager

Series Grade Location — Grade Specific Question — All Grade Questions — **Documents** — Application Review

Documents

Use this page to generate coversheet.

Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency.

### Fax a Document

Review the [Fax Instructions](#) before you print out your coversheet. Then, print the coversheet.

Type	College Transcripts
<input type="button" value="Generate Cover Sheet"/> <input type="button" value="Cancel"/>	

**Resources**

- » [How To Apply](#)
- » [CareerConnector Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)

For Assistance Contact: [careerconnectorhelp@do.treas.gov](mailto:careerconnectorhelp@do.treas.gov)

by Your calling is calling™

[Privacy Policy](#) | [Security Notice](#) | [Section 508](#) | [Department of Homeland Security](#) | [USA.gov](#)



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Vacancy Required Documents

[Return to USAJOBS](#)

[Apply to your Vacancy](#)

[View Application Status](#)

[My Account](#)

## Vacancy Documents

Series Grade Location — Grade Specific Question — All Grade Questions — Documents — Application Review

**Documents**


This page shows you what documents are required by this vacancy and lets you select from any documents you have already loaded into the system. You can also add new documents to the system if needed.

**After you have uploaded and/or generated fax cover sheets, click "Next".**

ent with your application.


The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed.

Document Type	Description	Action
<a href="#">College Transcripts</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
<a href="#">DD-214</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
<a href="#">Notice of Results - TEA</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>



**Resources**

- » [How To Apply](#)
- » [CareerConnector](#)
- » [Frequently Asked Questions](#)
- » [Secret Service Website](#)
- » [Secret Service Vacancies](#)





U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Preview Application

[Return to USAJOBS](#)

[Apply to your Vacancy](#)


[View Application Status](#)

[My Account](#)

## Review Application

Series Grade Location → Grade Specific Question → All Grade Questions → Documents → Application Review

**Application Review**




Here is a summary of the application you just completed.

Summary	
Item	Data
Name:	JANE DOE
Email:	jane.doe22@yahoo.com
Postition Title:	Criminal Investigator
Series:	1811
Grade:	07
Location:	Site to be determined after selection is made, US
Your Resume:	Jane Doe 1400 Pennsylvania Ave NW Washington, DC 20002 Day Phone: 703-999-9999 Email: jane.doe22@yahoo.com Social Security Number: xxx-xx-1111 Country of citizenship: United States of America Veterans' Preference: No

### Resources

- >> [How To Apply](#)
- >> [CareerConnector Frequently Asked Questions](#)
- >> [Secret Service Website](#)
- >> [Secret Service Vacancies](#)



**A summary of your resume will be displayed.**

**Scroll down to the bottom of the page.**



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Preview Application

Document Type	Description
College Transcripts	<a href="#">Transcripts</a>
DD-214	No document Submitted
Notice of Results - TEA	No document Submitted
SF-15	No document Submitted
SF-50	No document Submitted
VA Letter	No document Submitted

If you would like a copy of the vacancy questions and your answers sent to an email, please select the following button.

[Send Me Questions and Answers](#)

To receive a copy of your application, click “Send Me Questions and Answers”.

Click “Finish” to submit your application to USAJOBS.

[< Previous](#)

[Finish](#)



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – USAJOBS Redirect Page

**USAJOBS**<sup>®</sup>  
"WORKING FOR AMERICA"

USAJOBS is the official job site of the United States Federal Government.  
It's your one-stop source for Federal jobs and employment information.



**We are now bringing you back to the**

**USAJOBS**

**site to complete your application.**

**(Your browser should automatically take you there in 15 seconds.)**



**You will be redirected back to USAJOBS.**



*U.S. Department of  
Homeland Security*

United States  
Secret Service

# USAJOBS – Application Status

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#) [Employer Services](#)

[My USAJOBS](#) | [Resume](#) | [Agents](#) | [Applications](#) | [Portfolio](#) | [Profile](#) | [Log Out](#)

**Application Status**

You will receive confirmation that your application was submitted.

Your resume has been **SENT** to Dept of Homeland Security for consideration on WFO-JC001-09 Criminal Investigator.

Please read the vacancy announcement carefully. Make sure that you are sending all the required additional documentation. Submitting your resume may not be the only step in the application process.

[Click here](#) to search again.  
[Click here](#) to track your job application with us.



U.S. Department of  
Homeland Security

United States  
Secret Service



# Returning to USAJOBS – Application Status

The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Search Jobs, My USAJOBS, Info Center, Veterans, Forms, and Employer Services. The main content area is divided into two columns. The left column features a blue box with the text "Returning users will log in here." and a red box with the text "Become a My USAJOBS member". Below this, there is a button labeled "Create your account now!". The right column features a red box with the text "Existing Users Log In Here:" and a login form with fields for "Username:" and "Password:". A black oval highlights the login form, and an arrow points from the blue box to the "Username:" field. Below the login form is a "Log Me In!" button and a link for "Did you forget your Username and/or Password?".

Returning users will log in here.

**Become a My USAJOBS member**

Take control of your job search and career today!

[Create your account now!](#)

**With your USAJOBS membership, you can:**

- \* **Post your resume online**  
Let recruiters contact you or keep your resume private.
- \* **Apply to Federal government jobs**  
Find jobs you want and get your resume in the right hands.
- \* **Receive automated job alerts**  
Create Job Agents for updates on the latest listings.

Existing Users Log In Here:

Username:

Password:

[Log Me In!](#)

[Did you forget your Username and/or Password?](#)



U.S. Department of  
Homeland Security

United States  
Secret Service

# USAJOBS – Application Status

The screenshot shows the USAJOBS user interface. At the top, there is a navigation bar with tabs for 'Search Jobs', 'My USAJOBS', 'Info Center', 'Veterans', 'Forms', and 'Employer Services'. Below this is a secondary navigation bar with links for 'My USAJOBS', 'Resume', 'Agents', 'Applications', 'Portfolio', 'Profile', and 'Log Out'. The 'Applications' link is circled in red, and a blue callout box with white text points to it, saying 'Click on "Applications".'. Below the navigation is a welcome message: 'Welcome back, John Doe!'. To the left is a bald eagle icon. To the right is a 'USAJOBS ALERT' section with text: 'We have revolutionized the Federal application process! You can now upload up to 5 different documents in your own personal document Portfolio for repeated use. [Click here](#) to get started!'. Below the alert is a 'MY Resumes' section with a resume icon and a yellow box containing a 'CREATE NEW RESUME' button and the text 'You currently do not have any resumes.'. To the right of the yellow box is a 'Close Resumes' link with a close icon. Below the resume section are four menu items: 'MY Job Search Agents', 'MY Applications', 'MY Portfolio', and 'MY Account Profile', each with a corresponding icon.



U.S. Department of  
Homeland Security

United States  
Secret Service

# USAJOBS – Application History

**Search Jobs** | **My USAJOBS** | **Info Center** | **Veterans** | **Forms** | **Employer Services**

My USAJOBS | Resume | Agents | **Applications** | Portfolio | Profile | Log Out

### USAJOBS Online Application History

**IMPORTANT!** If you did not apply to the job announcement with your USAJOBS resume through the [Apply](#) button, we cannot track your application. It is not possible to track applications in your USAJOBS account when they have been submitted through an agency's application website or through the mail. You can contact the agency that posted the announcement to verify receipt of your application. Each record will be deleted 18 months after Initial Application Date. You may want to print this page for future reference.

Applications 1 to 1 | Page: [1] | Page 1 of 1

Initial Application Date	Job Summary	Job Status	Agency Name	Last Application Update	Application Status	Uploaded Document Status
	<a href="#">Criminal Investigator</a> Job Announcement Number: WFO-JC001-09 Pay Plan: GS-1811-09/07 Location: US-DC-Washington	Active	US Secret Service	Not Available	Resume Received <a href="#">more information</a>	



U.S. Department of  
Homeland Security

United States  
Secret Service

# USAJOBS – CareerConnector Redirect Page



USAJOBS is the official job site of the United States Federal Government.  
It's your one-stop source for Federal jobs and employment information.



**We are now bringing you to the system used by the**

**US Secret Service**

**to view the details of your application.**  
You'll be returned to USAJOBS upon completion.

you'll be returned to USAJOBS upon completion. Your browser should automatically take you there in 10 seconds  
(Your browser should automatically take you there in 10 seconds.)



**To view your detailed applicant status, you will be redirected to CareerConnector.**



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Welcome Page

## Welcome

You have arrived here from Recruitment One Stop

Based upon our information, you have visited our site in the past. What would you like to do?

View Detailed Status of applications with this agency

View/Generate Fax Cover Sheets

Continue

Select "View Detailed Status of applications with this agency".

Click "Continue".



### Main Menu

- » [Home](#)
- » [How to Apply](#)
- » [CareerConnector Frequently Asked Questions](#)
- » [Privacy Policy](#)
- » [Security Notice](#)

### Links

- » [Secret Service Web Site](#)
- » [USAJOBS](#)



Copyright © 2002 United States Secret Service. All rights reserved.

[Privacy Policy](#) | [Security Notice](#) | [Section 508](#) | [Department of Homeland Security](#) | [FirstGov.gov](#)



U.S. Department of  
Homeland Security

United States  
Secret Service

# CareerConnector – Application Status

- Home
- View Application Status
- Search Vacancies
- My Account
- Help
- Logout

## Current Application Status

We have received your application for the following announcements. To view an open vacancy, please click on the link to the left of the vacancy announcement number.

Announcement #	Job Title	Vacancy Status	Application Status	Comments	Email
<a href="#">SA1-JA014-09</a>	Criminal Investigator	Application Received	Grade 07:Application Received <a href="#">more details</a>	No Comment	<input type="checkbox"/>
			Grade 09:Application Received <a href="#">more details</a>	No Comment	<input type="checkbox"/>
<a href="#">SA1-JEN015-09</a>	Criminal Investigator	Application Received	Grade 07:Application Received <a href="#">more details</a>	No Comment	<input type="checkbox"/>
			Grade 09:Application Received <a href="#">more details</a>	No Comment	<input type="checkbox"/>
SA1-NC002-09	Criminal Investigator	Application Received	Grade 07:Your application has been referred to management. <a href="#">more details</a>	No Comment	<input type="checkbox"/>

<< < GO

Show 25 results

### Main Menu

- >> [Home](#)
- >> [How To Apply](#)
- >> [CareerConnector](#)
- >> [Frequently Asked Questions](#)
- >> [Privacy Policy](#)
- >> [Security Notice](#)

### Links

- >> [Secret Service Web Site](#)
- >> [USAJOBS](#)

The Vacancy and Application Status are displayed.

By clicking on this icon, you will be able to email yourself a copy of your application to your email.



U.S. Department of Homeland Security

United States Secret Service



*U.S. Department of  
Homeland Security*

United States  
Secret Service