

APPLICATION INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES

Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service. Commissioned Officer applicants who wish to receive Indian preference, will be evaluated by the Human Resources Office using the same criteria as those stated in the announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. It is up to the Officer to submit sufficient information, as stated in the vacancy announcement, to permit the HR office to determine whether he or she meets the necessary qualification requirements, including any selective placement factors.

APPLICANTS MUST SUBMIT THE FOLLOWING

1. **Curriculum Vitae:**

- ◆ Full Name
- ◆ Social Security Number
- ◆ Mailing Address
- ◆ Day & Evening Phone Numbers
- ◆ Work Experience (paid and non-paid) listing Positions held, Duties, and Accomplishments
- ◆ Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day, and year), Hours Per Week and Salary
- ◆ Job related Training Courses, Skills, Honors, Awards, and Special Accomplishments
- ◆ Current billet number and title (Active Duty officers only)

2. **Current Licensure Requirements:** Applicants who are licensed, must submit verification of current, valid, active, unrestricted license in any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

3. **PL 101-630 form** is required "Addendum to Declaration for Federal Employment (IHS) Child Care & Indian Child Care Worker Positions." (Attached to vacancy announcement)

4. **Copy of final college transcript(s)**, listing the college courses and credits earned, is required in order to receive appropriate credit for education.

5. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defined by **Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001)**. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements or applicant will be considered as a Non-Indian candidate only.**