

Federal Highway Administration Pathways Internship Program

APPLICATION PACKAGE CHECKLIST

****UPDATED 10/29/2012****

Applications for employment will only be accepted via the USAJobs.gov website. The posting for FHWA Pathways Internship Program positions for the Western Federal Lands Highway Division will be posted on USAjobs.gov in early November.

*REQUIRED DOCUMENTS

- Current Resume** (*See criteria on second page)
- Current Transcripts** (does not have to be an official copy, but must include your name and identify school)
- Acceptance of Enrollment Letter.** (A letter from your educational institution that confirms the following: The degree/diploma program in which you have accepted and that you will be enrolled on at least half time basis.)

IF APPLICABLE

- Veteran's Preference** — (visit www.opm.gov/veterans for more information).
 - Department of Defense form DD-214.** Official document verifying creditable military service. Include the DD 214 to claim 5 point preference.
 - Standard Form SF15.** Application for 10-point preference, to adjudicate individuals' claims for veterans' preference (if applicable).
 - Veteran's Administration Letter.** Official document verifying total compensable disability based on military service (if applicable).
- Schedule A Certificate Letter.** Official document authenticating special hiring authority due to a disability (if applicable).

OTHER INFORMATION

If selected you will be required to sign a Pathways Participant Agreement.

You will be in a trial period throughout your entire Pathways Internship appointment. If selected by management, you are required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for federal employment and to authorize a background investigation.

This is an Excepted Service Appointment. As a part of the Pathways Internship Program, the appointment may be extended until the selectee's education program requirements have been completed. The incumbent may be converted, without a break in service to a Term or Permanent appointment upon graduation and completion of program requirements but there is no guarantee.

WHAT TO EXPECT NEXT

Once the application process is completed in its entirety, a review of your application will be made to ensure you meet the job requirements. Qualified applicants will be referred to the hiring manager for further consideration and possible interviews.



Federal Highway Administration | Western Federal Lands Highway Division
610 East 5th Street | Vancouver, WA | 98661
WFL_Careers@dot.gov | 360.619.7700



***RESUME CRITERIA** (in addition to specific information in the job vacancy announcement)

JOB INFORMATION

- Announcement number, and title and grade** of the job you are applying for.

PERSONAL INFORMATION

- Full name, mailing address (with *zip code*), day and evening phone numbers (with *area code*), and Social Security number.
- Country of Citizenship (*Most Federal permanent full-time jobs require United States citizenship.*)
- Veterans' preference (See www.opm.gov)
- Reinstatement eligibility (*If requested, attach SF 50 proof of your career or career-conditional status.*)
- Highest Federal civilian grade held (*Also give job series and dates held.*)

EDUCATION

- High School
Name, City, and State (*zip code if known*)
Date of diploma or GED
- Colleges or Universities
-Name, City, and State (*zip code if known*)
-Majors
-Type and year of any degrees received (*If no degree, show total credits earned and indicate whether semester or quarter hours.*)
- Send a copy of your unofficial college transcript.

WORK EXPERIENCE

- Give the following information for your paid and non-paid work experience related to the job you are applying for. (*Do not send position descriptions.*)
 - Job title (*include series and grade if Federal job*)
 - 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
 - Salary
- Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

- Job-related training courses (*title and year*)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related certificates and licenses (*Current only*)
- Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (*Give dates but do not send documents unless requested*)

