



SAVE YOUR DOCUMENTS IN USAJOBS

Save commonly required job application documents in USAJOBS. The Department of the Navy, like most Federal agencies, requires applicants to submit certain documents to determine your eligibility and qualifications for the job. It is also recommended that applicants bring copies of documents with them to career fairs.

For veterans, commonly required documents include DD 214, Certificate of Release or Discharge from Active Duty and SF 15, Application For 10-Point Veterans Preference. Other documents may include Sailor/Marine American Council on Education Registry Transcript (SMART) transcripts, college transcripts, and professional license or certifications.

The USAJOBS Saved Documents feature (available once you create an account at www.USAJOBS.gov) will allow you to store up to 10 documents in this area. During your USAJOBS application process, you will be prompted to select one or more of the saved documents to include in your application package.

Screenshot Example: USAJOBS – Saved Documents

USAJOBS
"WORKING FOR AMERICA"

Saved Documents

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Document: 1	Cover Letter - My Cover Letter View Delete	Date Uploaded: 3/20/2011
Document: 2	DD-214 - DD-214 dtd OCT 2011 View Delete	Date Uploaded: 9/4/2011

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

Please enter a name for this attachment (100 characters max)

*

Document Type: Select Document: