

**COLORADO NATIONAL GUARD HUMAN RESOURCES OFFICE**

**Application Checklist**

**REQUIRED:** You must complete and submit the following with your job packet. Initial each line to validate your information

<b>Your Initials</b>	<b>Required Information</b>	<b>Your Response</b>
	Announcement number and title of the position for which you are applying	
	Your last name, first name, middle initial	
	Your military rank / grade	
	Your Social Security Number	
	Your Date of Birth	
	Your phone number(s)	Day: Evening:
	Your work phone number	
	Your email address (.mil or .com)	
	Your unit of assignment (indicate National Guard, Reserve, Active Duty and current unit)	
	All MOS' / AFSC's	
	Have you attached the <b><u>REQUIRED</u></b> documents to your application	Resume, HRO Application Checklist & DD 214 (if you have one)
	Are you substituting education for experience? If Applicable	Yes                      No
	College transcripts? Check one. (Required if substituting education for experience)	Included                      Not Included
	Are you CURRENTLY a TEMP, INDEF or PERM technician employee in the CONG (indicate which status)?	Yes No                      PERM                      INDEF                      TEMP
	Are you CURRENTLY a Technician in another state OR a Federal Employee with another agency?	Yes / No :    Yes                      No  List Agency

**Upload this document to your USAjobs application packet as "Other/Miscellaneous" document and title it HRO Application Checklist.**

<b>Point of Contact</b>	<b>Email</b>
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