

APPLYING FOR A JOB WITH National Oceanic & Atmospheric Administration National Marine Fisheries Service

Where to Find Job Announcements

The Western Administrative Support Center (WASC) Human Resources Division home page at <http://www.wasc.noaa.gov/wasc/HRD/hrd.htm>.

The NOAA Job Search at <http://www.usajobs.opm.gov/a9noaa.htm>.

The Office of Personnel Management USAJobs website at <http://www.usajobs.opm.gov/>.

The National Marine Fisheries Service **Alaska Region** website at <http://www.fakr.noaa.gov/>.

How to Apply

Use a **resume**, **Optional Application for Federal Employment** (OF-612), **Application for Federal Employment** (SF-171), or any other written format and provide the following information:

- The vacancy announcement number, position title, and grade level(s) applying for;
- Your full name, social security number, day and evening phone numbers, mailing address, country of citizenship, veterans preference, reinstatement eligibility, and highest Federal civilian grade ever held on a permanent basis;
- The name, city and state of high schools attended and date of diploma or GED;
- The name, city and state of colleges/universities attended, majors, type and date of degrees;
- The job titles, duties and accomplishments, salaries, employers' names and addresses, supervisors' names and phone numbers, starting and ending dates, and hours per week of any paid or non-paid work experience that relates to this vacancy;
- A statement as to whether or not we may contact your current supervisor;
- Any job-related training courses, special skills, certificates and licenses, honors, or awards.