

# APPLICATION CHECKLIST

## 1. APPLICATION INFORMATION

You may submit either a resume or an [OF-612, Optional Application Form for Federal Employment](#). If you elect to submit a resume, you must include the following required information:

### Job Information

- Announcement number, title of the position, and grade(s) you are applying for. This information may be found on the front of the announcement.

### Personal Information

- Full name, mailing address (with zip code), and day and evening phone numbers with area code
- Social Security Number
- Country of Citizenship
- Highest Federal civilian grade held (also give the job series and dates held), if applicable
- Provide at least 3 work related references with complete contact information

### Education

- High school (name, city and state, date of diploma or GED)
- Colleges or universities (name, city and state, majors, type and year of degree)
- Send a copy of college transcript only if vacancy announcement requires it.

### 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 job descriptions.)

- Job title (include series and grade if it was a Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (Include month and year)
- Hours per week
- Salary
- Indicate if we may contact your current supervisor (in cover letter)

### Other Qualifications

- Job related training courses (title and year)
- Job related skills (other languages, software, tools, etc.)
- Job related certificates and licenses (don't attach!)
- Job related honors, awards and special accomplishments (don't attach!)

## 2. TO CLAIM VETERANS' PREFERENCE:

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference, your service must have begun after October 15, 1976, and you must have a campaign badge, expeditionary medal, or a service-connected disability.

- DD-214 - Certificate of Release or Discharge from Active Duty**  
To claim 5-point veterans' preference, attach a copy of your DD-214 or other proof of eligibility.
- [SF-15 - Application for 10-Point Veterans' Preference](#)**  
To claim 10-point veterans' preference, include a completed SF-15 plus the proof required by that form.

Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former Federal career or career-conditional employees).

## 3. DEPENDING ON THE VACANCY'S INSTRUCTIONS, YOU MAY BE REQUIRED TO SUBMIT OTHER FORMS OR DOCUMENTATION

- Narrative Responses to Knowledge, Skills, and Abilities (KSAs)
- Optional Form 306** – Declaration for Federal Employment
- DOE F 1600.7e**, Applicant Disability, Race/National Origin and Sex Identification form
- If requested in the announcement, include a statement indicating that you would or would not accept a

- position that requires 100% travel
- ❑ **SF-50** - proof of your career or career-conditional status (for current and former Federal status employees only)
- ❑ **Supplemental Questionnaire (if applicable)**

#### **4. SUBMITTING YOUR APPLICATION MATERIALS**

Unless otherwise indicated in the vacancy announcement, your complete application package must be received no later than 12 midnight of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight of the closing date. Applicants will be notified of receipt of their application package.

##### ❑ **WHERE TO APPLY**

If **mailing** your application, please send to the following address:

Bonneville Power Administration  
ATTN: Personnel Services - CHP/CSB-2  
PO Box 491  
Vancouver, WA 98666

(street address):

Bonneville Power Administration  
2401 NE Minnehaha Street  
Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to:

Bonneville Power Administration  
Personnel Services  
905 NE 11<sup>th</sup> Avenue  
Portland, OR 97232.

##### ❑ **FAX**

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

##### ❑ **EMAIL**

Applications should be sent as email attachments to [jobs@bpa.gov](mailto:jobs@bpa.gov). The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

#### **5. QUESTIONS? Call 1-360-418-2090 for assistance or email your question to [jobs@bpa.gov](mailto:jobs@bpa.gov)**

