

# ***Applying for Fire Jobs with Nevada BLM Fire & Aviation***



**Quick Application Process to Apply for Wildland Fire Jobs with Nevada BLM:**

- Go to [www.usajobs.gov](http://www.usajobs.gov), create an account and resume using the USAJOBS resume builder.
- Search for jobs you want to apply for.
- Look under the job announcement Requirements section to help you determine what grade level(s) you qualify for based on your general work experience, specialized work experience, and education.
- Click Apply for the position in USAJOBS.
- Complete the User Information and Assessment Questions after being automatically redirected from USAJOBS to the BLM Enterprise Hiring Website.
- Upload or Fax in all supporting documentation asked for under the Required Documents Section.
- Click Submit Application

**Common Mistakes:**

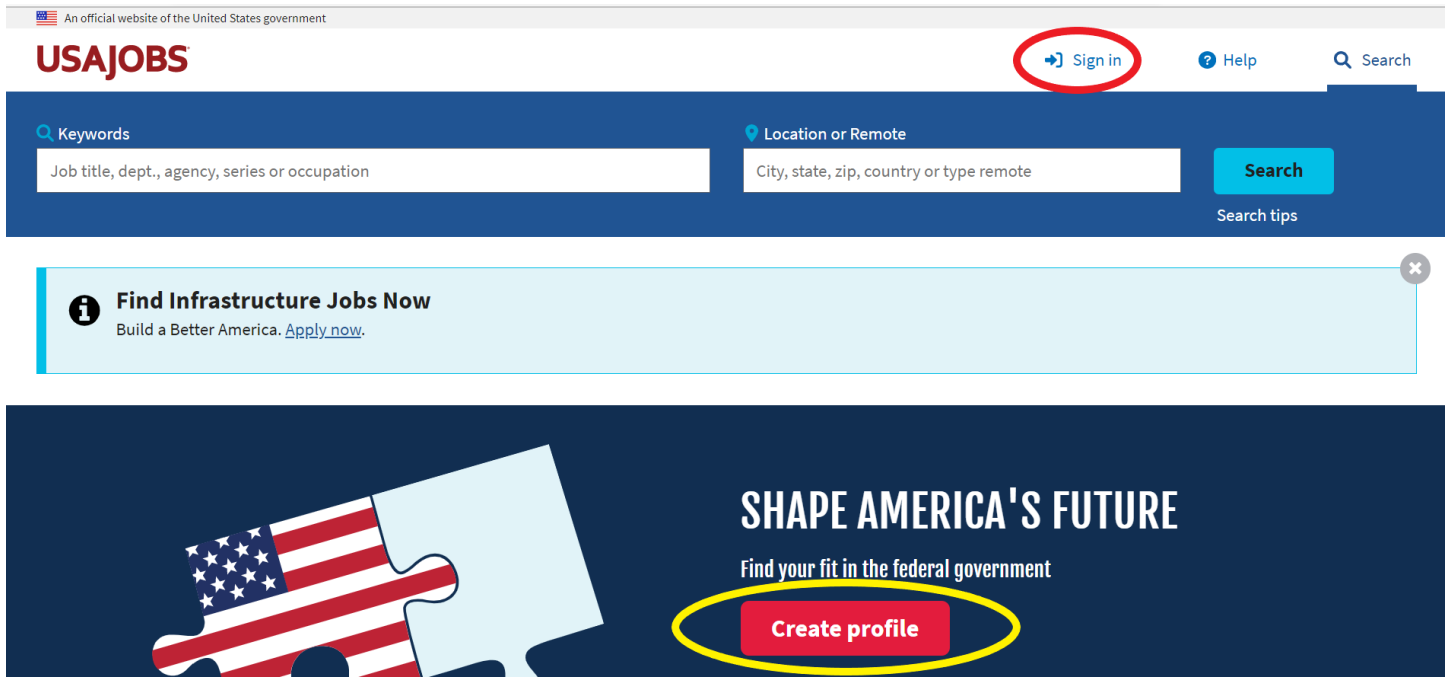
1. Resume is incomplete or does not have sufficient data to determine applicant eligibility.
2. Resume does not match questions answered in application. I.e. if the question asks if you are an ICT5 and FFT1, be sure to include that information in your resume.
3. Applicant does not upload or fax required documents. If the announcement requests an IQCS master record or copy of red card, you must provide it.
4. Applications and required documents **must be received on-line before midnight Eastern Time on the closing date of the announcement.**
5. Most announcements will allow you to apply for the same position for multiple locations (or duty stations). If applying for temporary seasonal positions **you can only apply for seven different locations.** Do not attempt to apply to more than seven different locations or your application will not be processed.

**STEP ONE:** Go to the [USAJOBS Website](#) to create an account and resume or if you already have an account, sign in and update your resume.

While there is an option to upload a resume, it is highly encouraged that you use the USAJOBS resume builder to ensure all of the required information for Human Resources is present to make an eligibility determination. You will also have the option to upload required documents in your profile that will be needed in step 6. They would be uploaded under **Documents > Other**. Doing this will make step 6 easier when completing.

**Common resume mistakes:**

1. Missing education or work experience
2. Missing complete dates of employment. mm/dd/yyyy to mm/dd/yyyy
3. Missing hours worked per week for employment experience
4. Missing salary information for employment experience
5. Resume does not match questions answered in application. I.e. if the question asks if you are an ICT5 and FFT1, be sure to include that information in your resume.



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**STEP TWO:** Search for the job you want to apply for using the search function on the USAJobs homepage. You can search by agency, location, keywords, job title, series, etc. to help narrow your search.

The screenshot shows the USAJobs homepage. At the top left, it says "An official website of the United States government". The USAJOBS logo is prominently displayed. To the right of the logo are links for "Sign in", "Help", and "Search". Below the logo is a search bar with two input fields: "Keywords" (with a placeholder "Job title, dept., agency, series or occupation") and "Location or Remote" (with a placeholder "City, state, zip, country or type remote"). A blue "Search" button is to the right of the location field, and a "Search tips" link is below it. A red oval highlights the search bar area. Below the search bar is a light blue banner with an information icon and the text "Find Infrastructure Jobs Now" and "Build a Better America. [Apply now.](#)". At the bottom is a dark blue banner with a puzzle piece graphic containing the American flag, the text "SHAPE AMERICA'S FUTURE", "Find your fit in the federal government", and a red "Create profile" button.

**STEP THREE:** Once you have found a job to apply for look under the job announcement Requirements section to help you determine what grade level(s) you qualify for based on your general work experience, specialized work experience, and education.

The screenshot shows a job announcement page with a navigation bar at the top containing tabs for "Summary", "This job is open to", "Duties", "Requirements", "How you will be evaluated", "Required documents", and "How to Apply". The "Requirements" tab is selected and circled in red. The main content area is divided into two columns. The left column has a "Requirements" section header circled in red, followed by a "Conditions of Employment" section with a bulleted list of requirements. The right column contains a "level duties." section, a "Job family (Series)" section with a link to "0462 Forestry Technician", a "Supervisory status" section with the value "No", a "Drug test" section with the value "Yes", a "Position sensitivity and risk" section with a link to "Non-sensitive (NS)/Low Risk", a "Trust determination process" section with links to "Credentialing" and "Suitability/Fitness", and finally an "Announcement number" (FADHA-22-11585875-SJK) and a "Control number" (668576500).

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**STEP FOUR:** Click **Apply**. You will then be asked to select the **Resume** and **Required Documents** you want to upload from your USAJobs profile. The **Demographic Details** and **Survey** are optional to answer. You will then click **Continue to Agency Site**. This will redirect you to the BLM Enterprise Hiring System website where you will continue the application process.

The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with 'Sign in', 'Help', and 'Search' options. Below this, the job title 'Forestry Technician (Fire) Assistant Engine Captain Direct Hire Authority' is prominently displayed. Underneath the title, it says 'DEPARTMENT OF THE INTERIOR - AGENCY WIDE' and 'Bureau of Land Management'. A horizontal menu below the title includes 'Summary', 'This job is open to', 'Duties', 'Requirements', 'How you will be evaluated', 'Required documents', and 'How to Apply'. On the left side, there is a light blue information box titled 'COVID-19 Vaccination Requirement' with an information icon and a close button. On the right side, there is a large blue 'Apply' button, which is circled in red. Below the 'Apply' button are 'Print', 'Share', and 'Save' icons. At the bottom right of the main content area, there is an 'Overview' section with a 'Help' icon.

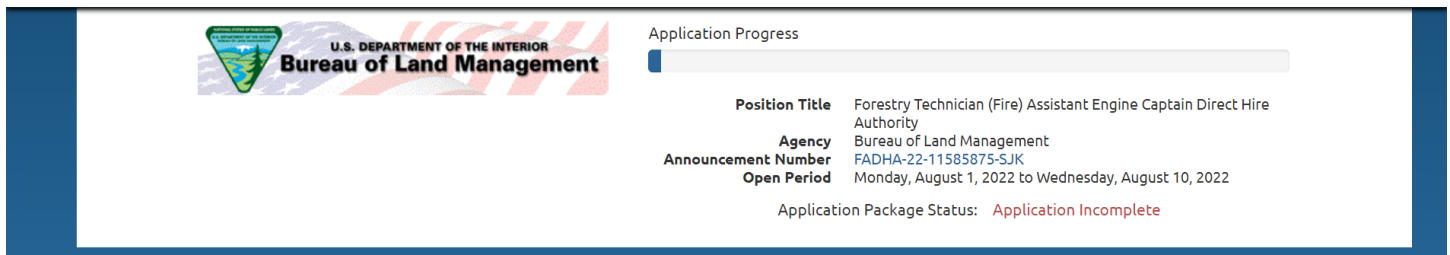
The screenshot shows a progress bar for the application process. On the left, it says 'Applying to: Forestry Technician (Fire)... Bureau of Land Management Closes 8/10/2022 Who may apply'. The progress bar consists of six numbered steps: 1. Select Resume, 2. Select Documents, 3. Review Package, 4. Demographic Details, 5. Survey, and 6. Continue Application. Step 6 is highlighted with a green circle, indicating the current step.

The screenshot shows the 'Continue Application with Agency' page. The main heading is 'Continue Application with Agency'. Below the heading, there is a certification statement:  \* I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001). Below the certification statement is a red button labeled 'Continue to Agency Site'. On the right side, there is a dark grey box with white text: 'You will leave USAJOBS and be sent to the Bureau of Land Management application system once you select "Continue to Agency Site."' and 'You will submit your application once you have completed all the agency specific requirements.'

**STEP FIVE:** Complete the User Information and Assessment Questions after being automatically redirected from USAJOBS to the BLM Enterprise Hiring Website. You will have an **Application Progress Status Bar** at the top of the page and **Application Package Status** will show **Application Incomplete** until this process is complete.

**Common mistakes:**

1. Once you get to this step **do not** use your browser back or forward buttons to navigate. Only use the buttons on the webpage to navigate this page.
2. Most announcements will allow you to apply for the same position for multiple locations (or duty stations). If applying for temporary seasonal positions **you can only apply for seven different locations**. Do not attempt to apply to more than seven different locations or your application will not be processed.



U.S. DEPARTMENT OF THE INTERIOR  
Bureau of Land Management

Application Progress

Position Title	Forestry Technician (Fire) Assistant Engine Captain Direct Hire Authority
Agency	Bureau of Land Management
Announcement Number	FADHA-22-11585875-SJK
Open Period	Monday, August 1, 2022 to Wednesday, August 10, 2022

Application Package Status: **Application Incomplete**

**STEP SIX:** Upload all supporting documentation asked for under the Required Documents Section. If you uploaded the documents in your profile in step 1 and brought those with your application in Step 4 this is where you can assign those documents to your application. There is still an upload button at the bottom of the page where you can upload the documents and then assign them to the required fields.

**Common Mistakes:**

1. Applicant does not upload or fax required documents. If the announcement requests an IQCS master record or copy of red card, you must provide it.
2. Any files uploaded need to be 5MB or smaller.
3. Files must be in one of the following formats: GIF, JPG, JPEG, PNG, TXT, RTF, PDF, or Word (DOC or DOCX).
4. Confirm that all required documents from the vacancy announcement are uploaded into the BLM Enterprise Hiring Website. If for some reason the Hiring Website does not mark a file as required, you are still required to provide everything listed in the USAJOBS vacancy announcement for required documents.

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### Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **required** document type in order to submit your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

**Note:** Some documents may be designated as **required** based on your responses to the questions in the "Eligibilities" section of this application. If you do not possess one or more of the required documents below, please review [your answers](#) to determine if your responses are accurate.

Accepted Documents	Available Documents
Incident Qualification Certification System (IQCS) Master Record <b>(required)</b>	<input type="text"/>
Resume <b>(required)</b>	<input type="text"/>
Unredacted Proof of Age Document (SF50, DD214, Drivers License or other Official Document) <b>(required)</b>	<input type="text"/>
Cover Letter	<input type="text"/>

## Upload Document



Document Name

Document Type

Selected File

No file chosen

Files must be 5MB or smaller and can be in one of the following formats: GIF, JPG, JPEG, PNG, TXT, RTF, PDF, or Word (DOC or DOCX).

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**STEP SEVEN:** Click Submit Application. Your **Application Package Status** will change to a green **Application Submitted**. Applications and required documents must be received on-line before midnight Eastern Time on the closing date of the announcement.

Application Package Status: **Application Ready to Submit**


Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

Status	Section
✓	Application ▾
✓	Assessment ▾
✓	Documents ▾

\*  I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page.

Submit Application

 U.S. DEPARTMENT OF THE INTERIOR  
**Bureau of Land Management**

Application Progress

**Position Title** Forestry Technician (Fire) Assistant Engine Captain Direct Hire Authority  
**Agency** Bureau of Land Management  
**Announcement Number** FADHA-22-11585875-SJK  
**Open Period** Monday, August 1, 2022 to Wednesday, August 10, 2022

Application Package Status: **Application Submitted**

Thank you for submitting your application for this position.

[View / Print Application](#)