

Applicant Checklist

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

| Your Initials | Required Information | Your Response |
|------------------------------|---|-------------------------------|
| | 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 that you use) | |
| | Your unit of assignment (for National Guard, Reserve, and Active Duty applicants) | |
| | Your MOS / AFSC | |
| | Optional Form 306 (circle one) | Included / Not Included |
| | Are you substituting education for experience? (circle one) | Yes / No |
| | College transcripts? (circle one) | Included / Not Included |
| OFFICE USE BELOW ONLY | | |
| | Received by HRO Office Staff | Staff name: |
| | | Staff signature: |
| | | Scanned to Staffing: Yes / No |

Scan and upload a completed copy of this form to the miscellaneous section on USAJobs.gov with the rest of your required documents.