



Wildland Fire Hiring Checklist

All Forms and Resources are Available to Download Online at:
www.bia.gov/firejobs

REQUIRED DOCUMENTS FOR WALK-INS

1. **Several copies of your Résumé**, which must include:
 - Job Announcement Number
 - Work Experience is not necessary, but may be described to include Position Title, duration of employment (must show the specific time period worked for each position held), hours worked per week, supervisor's name, work address, and telephone number.
 - Education
 - List of 3 References. Provide name and contact information for each
2. **Copy of up-to-date official transcripts**
3. **Copy of IQCS Master Record** (If previously employed)
4. **Completion of Assessment Questionnaire** (Please refer to the job vacancy announcement on USAJOBS to download and print the questionnaire)
5. **SF-50 Notification of Personnel Action** (if current and former federal employee) View a blank copy of the form at <https://www.gsa.gov/Forms/TrackForm/33039>
6. **Other Supporting Documents:**
 - Form BIA-4432 Verification of Indian Preference for Employment if you are claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted. Find out more about Indian Preference at www.bia.gov/jobs.
 - Form DD-214 if you are claiming Veterans Preference, you MUST submit a copy of your DD-214 or other proof of eligibility. If you are claiming 10 point or more veteran's preference, submit Form DD-214, Standard Form 15 and required proof of entitlement from the VA. For more information visit: <https://www.bia.gov/jobs/veterans>.

For in-person application, use the *Job Application Resume Form* located online at www.bia.gov/firejobs/

For assistance with writing your resume, visit www.bia.gov/jobs/apply and look for the *BIA Guide to Creating a Federal Resume* and the *Example BIA Resume*.

SECURITY CLEARANCE INITIATION PAPERWORK

1. **OF-306 Declaration of Federal Employment:** Complete items **1 through 17a**.
(Note: 17b, Appointee's Signature, will not be complete until the appointment is confirmed)
2. **GSA Form 3607 Motor Vehicle Operator's License and Driving Record** is required. Complete **sections 1 - 3**
(Note: A supervisory signature is not required on the form)

PREEMPLOYMENT

- **Medical Standards**
All firefighters must pass a medical exam each year. These standards are established by the Department of the Interior Medical Standards Program. Learn more about this program, the Medical Exam Process and the Wildland Firefighter Toolkit and Form at www.bia.gov/firejobs.
- **Drug Testing**
This is a drug testing designated position in accordance with Executive Order 12564, and under the Department's Drug Free Workplace Program. Applicant(s) tentatively selected for this position will be required to submit a urinalysis to screen for illegal drug use and to pass the test prior to appointment. This position is subject to random testing for illegal drug use.