

### Employment Package Check List

- Application for Federal Employment; Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume enclosed (**When applying for multiple grades, you must submit a separate application per each grade. If one application is received, you will be considered for employment at the lowest grade in your application.**)
- Required Separate Evaluation Criteria Statements enclosed.
- Veterans' Preference Documents enclosed; 10 points veteran preference - submit SF-15, VA Letter dated after 1991 and DD214 with discharge information; 5 points veteran preference- submit DD214 with discharge information.
- Transcripts enclosed (required when education is a qualification factor or when education is use to meet minimum qualification).
- All documents submitted in accordance with "Application Deadline" statement in vacancy.