

## How To Apply

- ❖ Submit your application package to:

**NORTH CENTRAL CPOC  
ATTN: SFCP-NCS (ACTEDS)  
BUILDING 102, DEP'T W-01  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND, IL 61299-7650**

- ❖ The following documents **MUST** be part of your application package:

1. Resume
2. Transcripts
3. Signed mobility Agreement
4. Geographic Preference Statement
5. Recruitment Source Questionnaire
6. DD214 Military Discharge Certification (If applicable)
7. Most Recent SF-50 (Notification of Personnel Action) if current or prior federal employ

- You **MUST** list the position and job announcement from the USAJOBS website for which you are applying. If you do not identify what you are applying for, your application will not be considered. **PLEASE REFER TO “VACANCIES” SECTION OF THIS WEBSITE.**
- If your application package **DOES NOT** include the above documents you will **NOT** be considered for the vacancy.
- The Federal Government is an Equal Opportunity Employer. All qualified applicants will receive consideration for position vacancies without regard to race, religion, color, age, national origin, lawful political affiliation, sex, marital status, membership or non-membership in an employee organization, handicap not disabling to the job, or other non-merit factors.
- For additional information, or for any questions or concerns, please contact:  
Jen Shafer, NCPOC  
(309) 782-7299  
jennifer.schafer@cpocria.army.mil

## Resume

Although the Federal government does not require a standard application form for most jobs, certain information is needed to evaluate qualifications and determine if you meet legal requirements for Federal employment. If the resume or application does not provide all the necessary information, may lose consideration for a job. Send only the requested material and type or print clearly.

Personal Information:

- ❖ Full name, mailing address and day/evening phone
- ❖ Social Security Number

- ❖ Country of Citizenship
- ❖ Military service history (if applicable)
- ❖ Highest Federal civilian grade held; job series and dates held (if applicable)

Education:

- ❖ Name and address of all colleges/universities attended
- ❖ Type, major, and year of all degrees received or anticipated
- ❖ Send a copy of all college transcripts (including those from any courses that were transferred to the degree granting school)

Work experience:

- ❖ Name of employer
- ❖ Complete dates (month, day year, hours per week) of any current or previous employment
- ❖ Complete description of duties you performed

### Transcripts

You MUST provide an unofficial copy of your college transcript. A copy of ALL college transcripts is required. However, if you are appointed to a position, you maybe requested to provide an official copy of your transcript at that time. Failure to list all courses may result in an ineligible rating for the position for which you have applied. A separate transcript must be submitted with each application or resume. Incomplete transcripts, which do not permit a complete calculation of GPA, for all grades and all semester hours (regardless of the number of schools you attended) will be considered ineligible for outstanding scholar appointments unless documentation is submitted from the school certifying that you were in the top 10% of your graduating class. In addition, applicant must possess the required 24 semester hours of Business related courses.