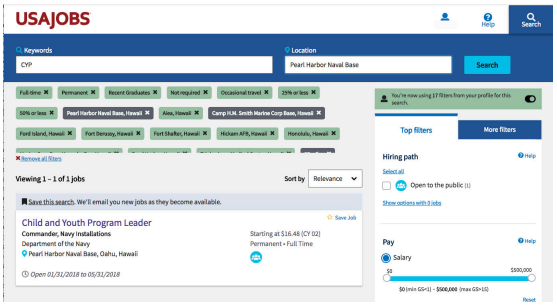
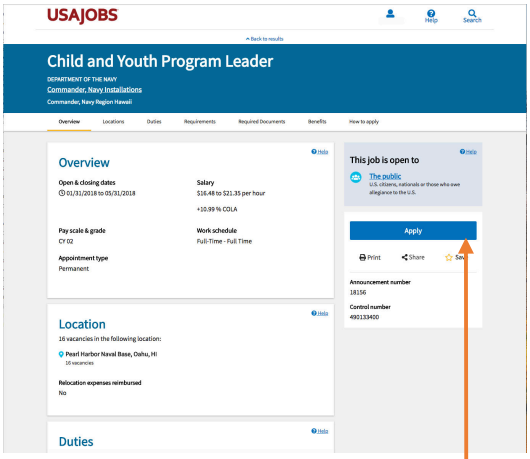
HOW TO APPLY FOR CYP POSITIONS ON USAJOBS-

1. Go to USAjobs.gov >



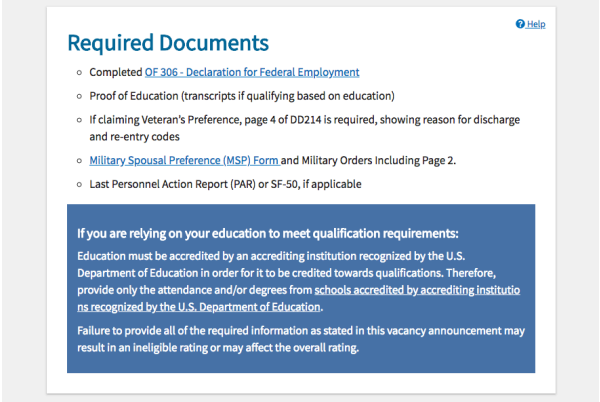
< 2. Search CYP at Pearl Harbor Naval Base

3. Click on Job Announcement >

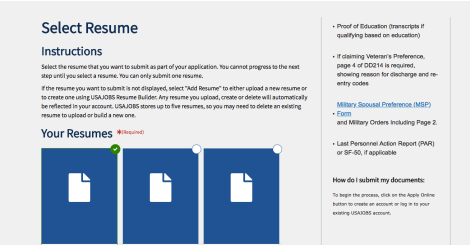


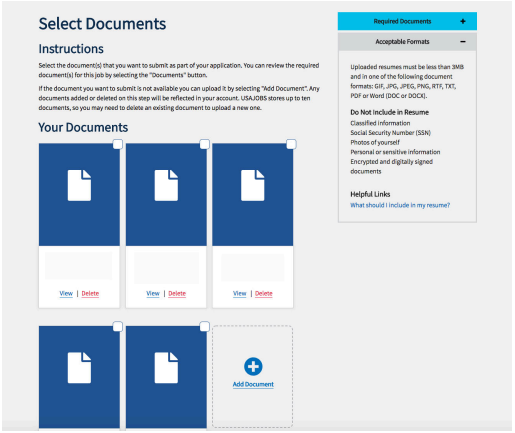
< 4. Read through the entire job announcement- pay special attention to Required Documents and Duties and Responsibilities.

5. Click Apply to the left



6. Upload your resume, select resume (Must be a GIF, JPEG, PNG, RTF, TXT, PDF or Word file), then click Save & Continue (at the bottom of the page) >





8. Review your application package. Be sure ALL required documents have been uploaded and included.

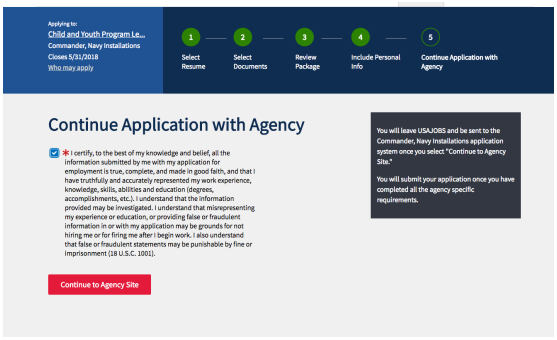
9. Complete or skip optional demographic survey

10. Continue to Agency site >

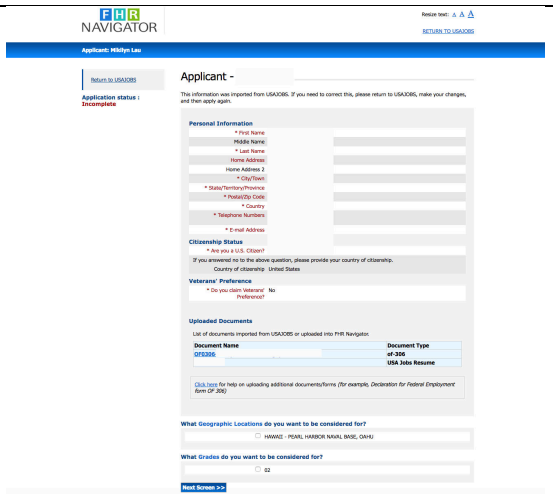
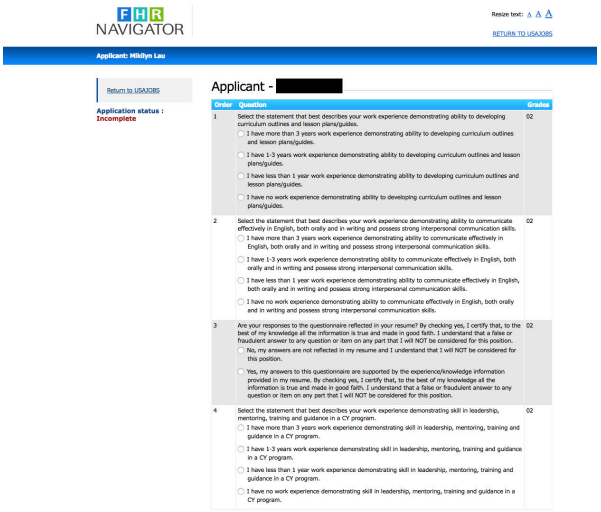
< 7. Upload all of your required Documents

a. CYP Reference Letter - 2 completed **reference forms**
b. Completed **OF 306 Declaration for Federal Employment**
   - Proof of Education - high school diploma or college/university
c. **EQUIP Background Check Form** (Please be prepared with your adresses and places and dates of employment for the last 10 years.)
d. **I-9 Form** Eligibility Verification
e. If claiming Spousal Preference, **this form** is required.
f. If claiming Veteran's Preference, page 4 of DD214 is required, showing reason for discharge and re-entry codes
g. Last Personal Action Report (PAR) or SF-50 if applicable for status candidates

Select documents, and Save & Continue



11. Verify locations and position you are applying for
12. Click Next Page



13. Answer Applicant Questionnaire
14. Click Submit my application