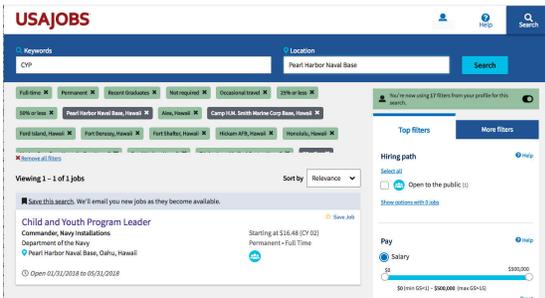
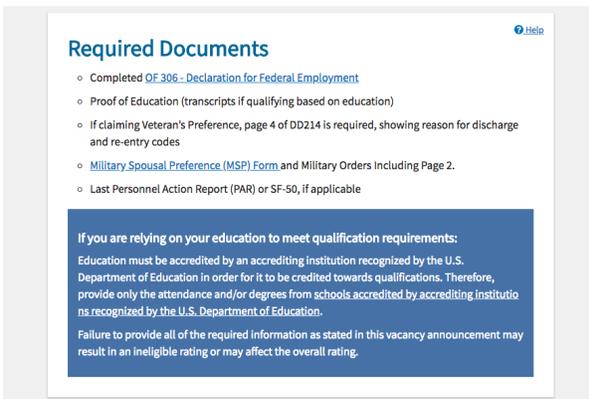


HOW TO APPLY FOR CYP POSITIONS ON USAJOBS-

1. Go to USAjobs.gov >



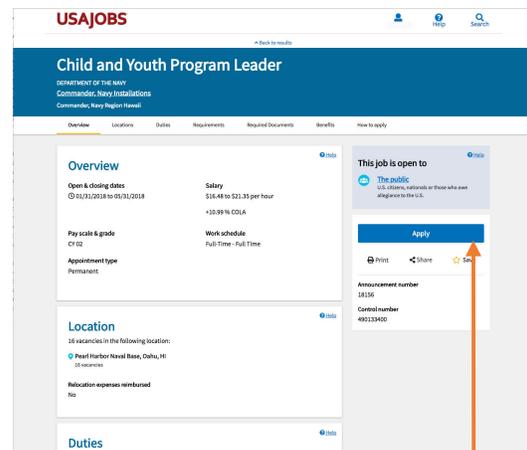
3. Click on Job Announcement >



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) >

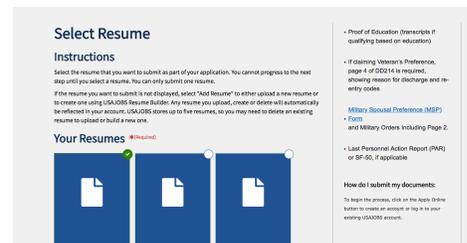


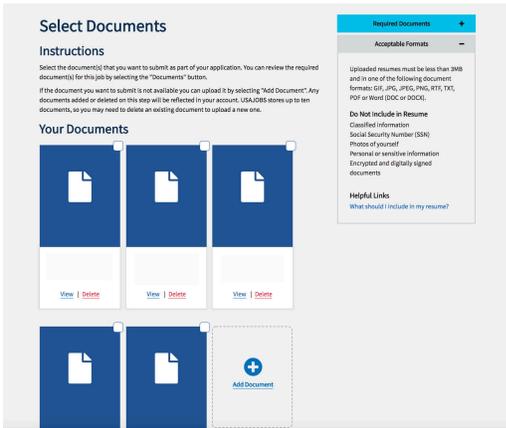
< 2. Search CYP at Pearl Harbor Naval Base



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

5. Click Apply to the left





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

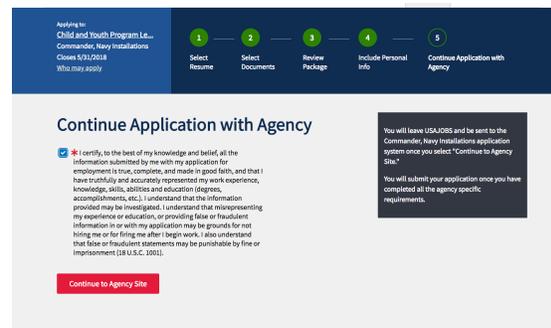
9. Complete or skip optional demographic survey

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 addresses 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

The screenshot shows the 'Applicant -' section of the FHR Navigator application. The application status is 'Incomplete'. The form includes sections for Personal Information (First Name, Middle Name, Last Name, Home Address 1, Home Address 2, City/Town, State/Territory/Province, Country, Telephone Number, and e-mail Address), Citizenship Status (Are you a U.S. Citizen? and Country of citizenship), and Veterans' Preference (Do you have Veterans' Preference?). There is also a section for Uploaded Documents with a table listing document names and types. At the bottom, there are sections for 'What Geographic Locations do you want to be considered for?' and 'What Grades do you want to be considered for?'.

13. Answer Applicant Questionnaire
 14. Click Submit my application

The screenshot shows the 'Applicant -' section of the FHR Navigator application, specifically the 'Questionnaire' section. The application status is 'Incomplete'. The questionnaire consists of four questions with multiple-choice options. Question 1 asks about work experience demonstrating ability to develop curriculum outlines and lesson plans. Question 2 asks about work experience demonstrating ability to communicate effectively in English. Question 3 asks if responses are reflected in the resume. Question 4 asks about work experience demonstrating skill in leadership, mentoring, training and guidance in a CT program.