

COLORADO NATIONAL GUARD HUMAN RESOURCES OFFICE

Application Checklist

REQUIRED: You must complete and submit the following with your job packet. Initial each line to validate your information

Your Initials	Required Information	Your Response
	Announcement number and title of the position for which you are applying	
	Your last name, first name, middle initial	
	Your military rank / grade	
	Your Social Security Number	
	Your Date of Birth	
	Your phone number(s)	Day: Evening:
	Your work phone number	
	Your email address (.mil or .com)	
	Your unit of assignment (indicate National Guard, Reserve, Active Duty and current unit)	
	All MOS' / AFSC's	
	Have you attached the <u>REQUIRED</u> documents to your application	Resume, HRO Application Checklist & DD 214 (if you have one)
	Are you substituting education for experience? If Applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>
	College transcripts? Check one. (Required if substituting education for experience)	Included <input type="checkbox"/> Not Included <input type="checkbox"/>
	Are you CURRENTLY a TEMP, INDEF or PERM technician employee in the CONG (indicate which status)?	Yes <input type="checkbox"/> No <input type="checkbox"/> PERM <input type="checkbox"/> INDEF <input type="checkbox"/> TEMP <input type="checkbox"/>
	Are you CURRENTLY a Technician in another state OR a Federal Employee with another agency?	Yes / No : Yes <input type="checkbox"/> No <input type="checkbox"/> List Agency

Upload this document to your USAjobs application packet as "Other/Miscellaneous" document and title it HRO Application Checklist.

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