

Applicant Guidelines for Applying Online for Temporary Smokejumper Positions

For applicants applying for Forest Service jobs online via Avue Digital Services (ADS), there are two basic steps to follow.

1. Create a personal profile on the Avue Digital Services (ADS) application system.
2. Apply to vacancy announcements online via ADS.

Review Vacancy Announcement(s)

Log on to USAJobs at www.usajobs.opm.gov/a9fs.htm and select the job series (GS-462) or the state you are interested in. Look for keyword SMJ in the vacancy announcement. Click on **Submit** to view jobs. Scroll down to find locations. Select the vacancy announcements in which you are interested in applying. Read the entire vacancy announcement. It contains all the information you need to apply for the job.

Create a Profile: Registering with ADS

From within the vacancy announcement, click on www.avuedigitalservices.com/usfs/applicant.html. Then click on the Forest Service shield to logon. If you get a blank screen while navigating through ADS, click on Refresh. Click on **New User**. Enter all fields in New User Registration window. Indicate where you heard about this site by clicking on one of the options.

Click on **Create or Update My Profile**. Complete all sections (Personal Information, Applicant Information, Work History, Eligibilities, References, Education Background, Additional Information, Attachments) because all applicant information will be available to the selecting official.

To submit the Smokejumper Supplemental Information form, college transcripts, a DD-214, or other documents to validate qualifications, attach them to the Applicant Profile in the **Attach Resume and Supporting Documents** section.

Be sure to click on the **Save** button on the bottom of each screen. Return to the **Main Menu** by clicking on the icon in the upper left corner of the screen.

Update a Profile Within ADS

Access ADS at www.avuedigitalservices.com/usfs/applicant.html. Click on the Forest Service shield to logon using your applicant userid and password.

To update your applicant profile for future jobs you might apply for, click on **Create or Update My Profile**. Update any sections in your applicant profile. Be sure to click on the **Save** button on the bottom of each screen.

To update information on an application you have already submitted for a specific vacancy announcement, click on **Jobs I Have Applied For** from the Main Menu. A list of all the jobs you have applied for will appear. For jobs that are still open, an Update Application option will be provided in the Status of Application column. Click on **Update Application** to make changes. These changes will apply only to the vacancy announcements for which you choose to update your profile. Changes will not apply to any of your applications that have already been generated out on a referral list.

NOTE: You cannot update your responses to the KSAs once your application has been submitted.

This document available in the www.fs.fed.us/r1/employment/forms.shtml

Apply for Jobs Online

From the Main Menu of the ADS website, click on [Apply for Jobs](#). Jobs you are eligible to apply for will appear on your screen. If you are interested in applying for more than one job listed, you may click on those you wish to apply for and add them to your shopping cart.

Click on the *title* of the job you wish to apply for. The vacancy announcement will appear with a menu bar on the left side. Click on [Apply Now](#) to apply. Each field in red under the Mandatory section must be completed before you submit your application.

- You will see a series of statements designed to evaluate your education and experience in relation to the skills, knowledge, and abilities required for this position. *Follow the on-screen instructions*, which will indicate whether you are to select *all statements* that apply to you, or the *one statement* that best describes your education or experience. (NOTE: For Education, enter **only** those hours that relate to the type and level of education described. For instance, if *graduate* education is described, enter credit hours obtained in *graduate* courses.)

You have the ability to save your application and return to it later. Once your application is complete, you may print a hard copy by clicking on [This Application](#) under the [View and Print](#) menu on the left side of the screen. Click on [Send Application](#) to submit your application. You will be asked to certify that the information you are submitting is true. This is equivalent to signing a legal document. Once you have certified your application, click on [Save and Submit](#). You will then be asked to complete an optional Applicant Survey on a pop-up window.

You will be congratulated upon successful submission of your application. You may [Return to Application](#) or [Return to Vacancies](#) to continue, or you may exit via the [Quit](#) button in the lower right corner.

What's Next?

You will receive an email message from the USDA Forest Service, letting you know that your application was received. This message will also tell you how to check on the selection process. (This email notification applies to online applicants only. Hard copy applicants must submit a self-addressed stamped envelope to receive notification that their application was received.)

To check on the status of a vacancy announcement you have applied to, access the [Jobs I Have Applied For](#) section in ADS at www.avuedigitalservices.com/usfs/applicant.html to find updated selection information.

Hard Copy Applications

Applicants who cannot apply online via ADS may request hard copy vacancy announcements and instructions from the contact person listed in the vacancy announcement.