

# Applicant Guidelines for Applying On-line for Centralized Nationwide Temporary Positions

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For applicants applying for Forest Service jobs on-line via Avue Digital Services (ADS), there are three basic steps to follow.

1. **View locations of positions being filled at**  
<http://wwwnotes.fs.fed.us:81/r1/hr/fstemphire.nsf>
2. **Create a personal profile on the Avue Digital Services (ADS) application system.**
3. **Apply to vacancy announcements online via ADS.**

## ***View Position Locations***

The centralized announcements are generic in nature so applicants do not have to apply to individual announcements. Specific information such as locations, contacts, etc. for individual positions for these national announcements are listed at: <http://wwwnotes.fs.fed.us:81/r1/hr/fstemphire.nsf> Finding a government job involves the same “leg work” as any other job you apply to. Make contact with those supervisors listed on the website. Introduce yourself; make yourself available as you would for any private sector position.

## **Creating a Profile: Registering with ADS**

Go to [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html). Then click on the Forest Service shield to logon.

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.

Be sure to click on the **Save** button on the bottom of each screen.

If you have a DD-214, or other documents to validate veteran's status, they should be attached in the **Attach Resume and Supporting Documents** section. If you are unable to attach these documents they can be faxed to: (208) 373-4285. Please include your name, social security number, and the announcement number(s) for the jobs you have applied for (i.e., T019, etc.) on the cover sheet.

Return to the [Main Menu](#) by clicking on the icon in the upper left corner of your screen.

## **Apply for Jobs On-line**

From the Main Menu of the ADS website, Click on [Apply for Jobs](#)

Click on the *title* of the job you wish to apply for. The vacancy announcement will appear, read through it thoroughly. This will help you determine whether you qualify for the position. On the menu bar at the left of your screen 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. Each mandatory step must be viewed, completed, and saved, changing each field from red to yellow.

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 click on [Return to Application](#) or [Return to Vacancies](#) to continue or you may exit the system by returning to the main menu and clicking on the [Quit](#) button in the lower right hand corner.

## **Update a Job Application Within ADS**

Access ADS at [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html). Then click on the Forest Service shield to logon using your applicant user id and password. Click on [Jobs I Have Applied For](#). Click on the *update application* option under the status of application section. Go through each section and make changes as needed. Remember to click Save at the bottom of each page after making your changes. Remember to re-send the application.

## **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, as well as indicating whether you tentatively passed basic qualifications for the position.

To check on the status of a vacancy announcement you have applied to, applicants can access [Jobs I Have Applied For](#) from the main menu in ADS to find updated selection information.

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### **Hard Copy Applications**

Applicants who cannot apply online via ADS may request hard copy vacancy announcements and instructions from the USDA Forest Service toll free at (877) 813-3476, or fax (208) 373-4285, or TTY/TDD (866) 868-8354.