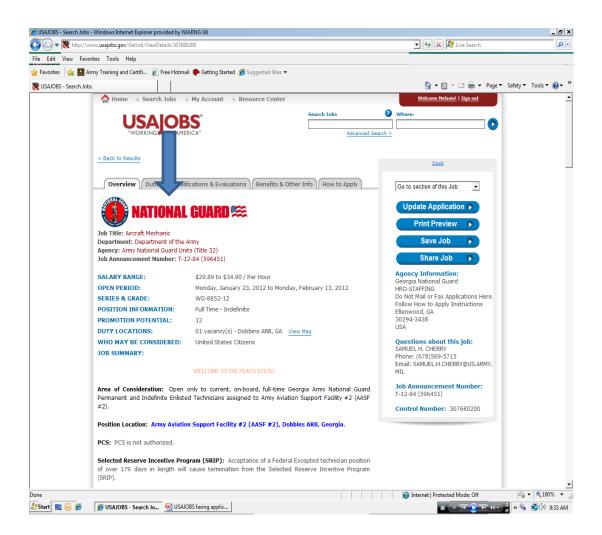
USA JOBS HOW TO APPLY

Either click HOW to APPLY or scroll down

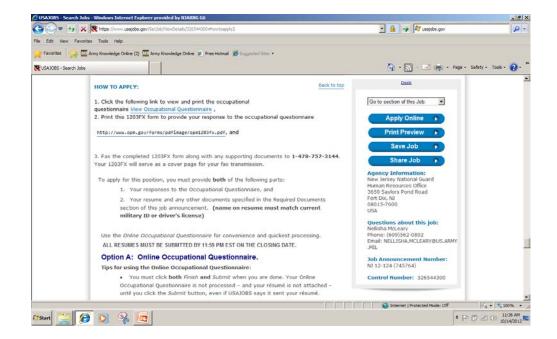


HOWTO APPLY: Read this section very carefully. It is full of information.

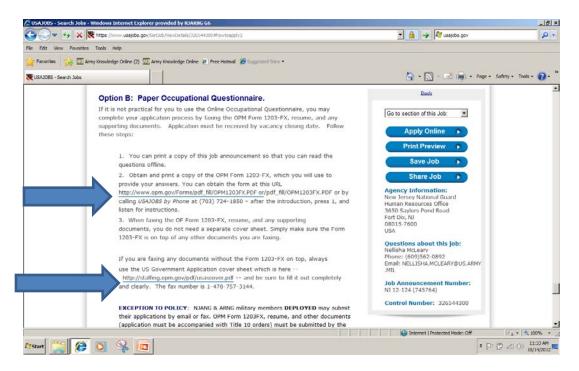
There are two options

OPTION A: APPLY on Line - we just went over.

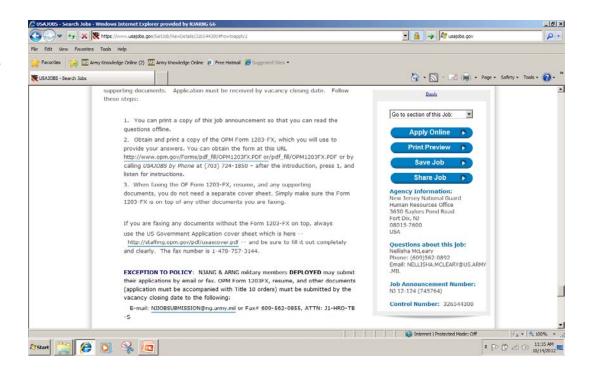
Or OPTION B



OPTION B: You can apply by faxing. You will need the following the FAX cover sheet and OPM 1203. The arrows show you a link to obtain both of these forms.



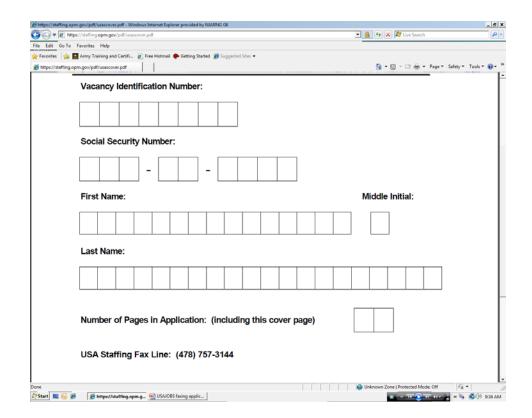
FYI: HRO is no longer receiving applications mailed in or hand delivered. The only exception is if the individual is deployed which is stated in the vacancy announcement under EXCEPTION TO POLICY.



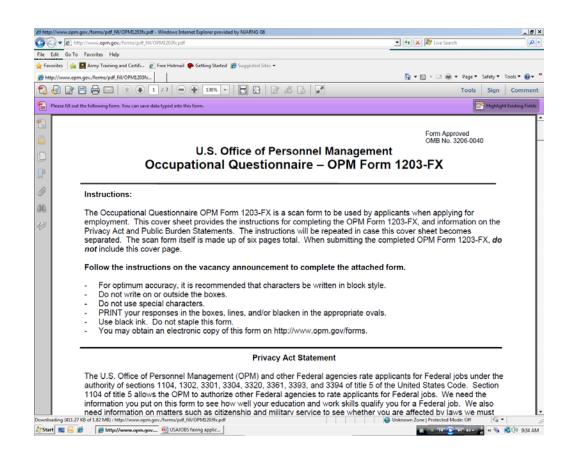
Here is the fax cover sheet.
This is only one to be used.
Make sure every sheet of
paper you fax with this cover
sheet, resume, RIP/PQR, etc
has you name, VIN # and
SSN#.



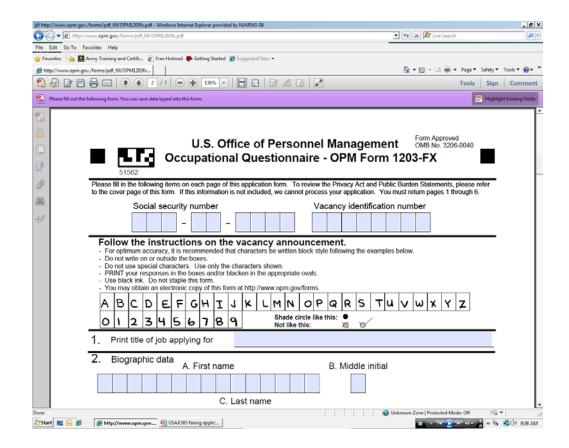
This the bottom of the cover sheet notice the fax # is listed. HRO will not accept fax applications except for deployed individuals.



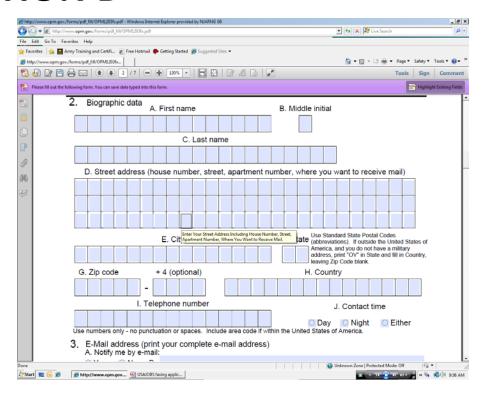
This is the OPM 1203



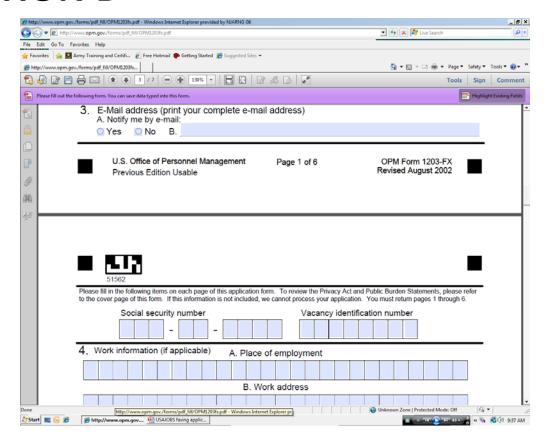
Fill this out. Provide your Social Security # and the VIN number. For each piece of paper you fax, resume, documents write on your name, SSN and the VIN #.



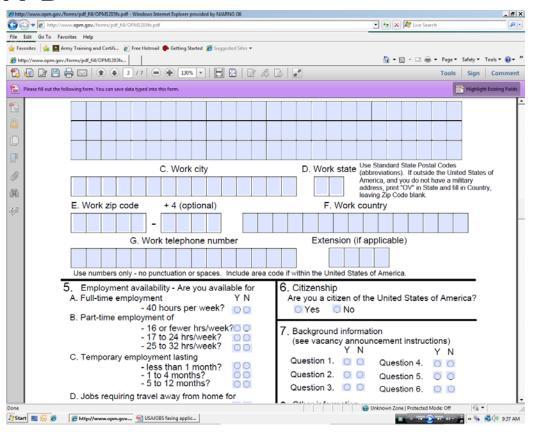
This is a long form. Follow the instructions on the vacancy announcement



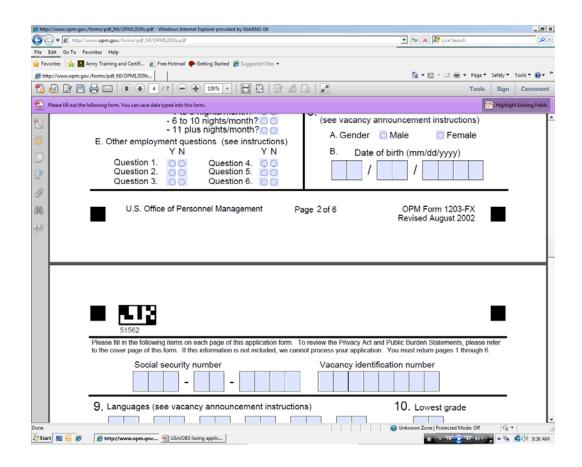
More blocks to fill out. Notice on the top of all the 1203 form need to fill in SSN and VIN Number,



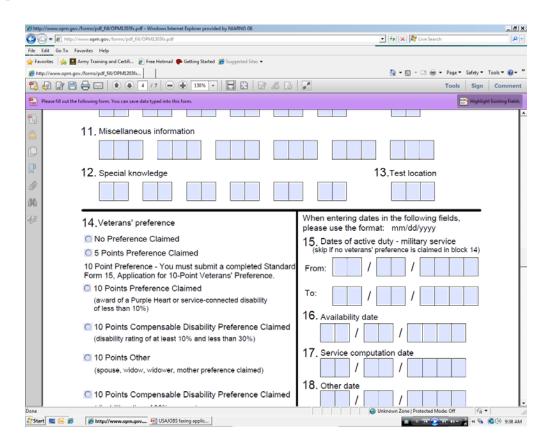
Still filling out the form



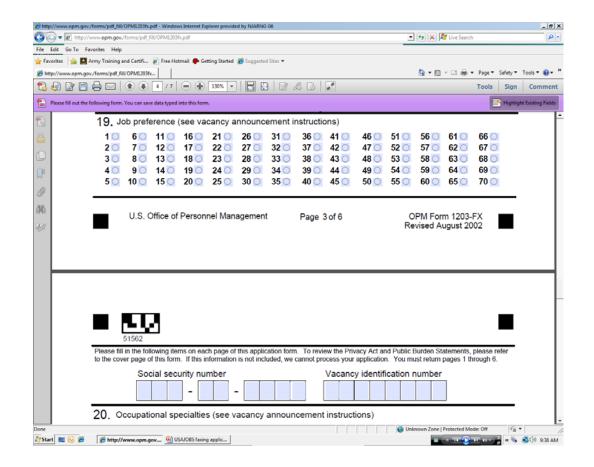
Continue



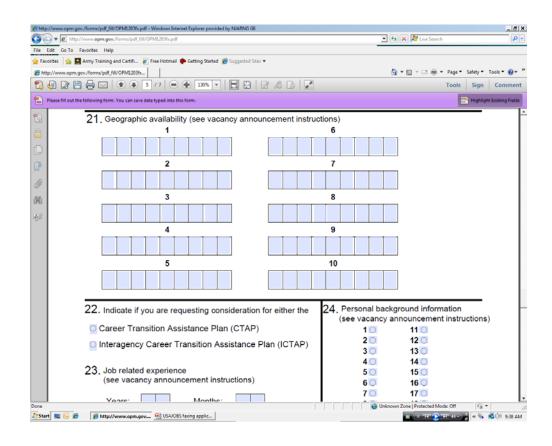
More to fill out



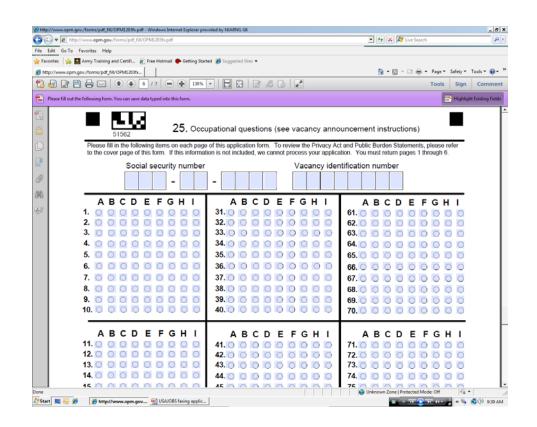
Keep going



Keep going



This the section that answers the questionnaire. Be very careful on filling this out.



When completed print the form. Save the form for your records. The 1203, your resume and all your documents are faxed to the number on the fax cover sheet. The fax does not transmit to J1-HRO Staffing its goes directly to Robins, GA

