

APPLICATION PACKAGE CHECKLIST

- ___ Optional Form 612 (Optional Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ___ Announcement number, title, and grade(s) of the position
- ___ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ___ Social security number
- ___ Statement that you are a U.S. citizen (if not using the OF-612)
- ___ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (only if claiming veteran's preference) (Visit the following web site for additional information: <http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ___ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ___ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month/year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
 - ___ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)

- Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading “Other Education” for information governing acceptability of this type of education.)
- Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- Copy of most recent performance appraisal (if you are a current federal employee)
- Second copy of application package IF you are a candidate with competitive status. (NOTE: All status candidates who wish to be considered under both alternative merit promotion and non-status competitive examining must submit two (2) complete applications when the position is open to both status and non-status candidates. When only one (1) application is received, it will be considered under the alternative merit promotion procedures if the applicant is a current or former Federal employee with reinstatement eligibility.)
- Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp)
- Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- Self-certification of typing speed (if required as a basic qualification for the position) If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

2007 SUPPLEMENTAL QUESTIONNAIRE
FOR INTERNSHIP WITH THE U.S. NATIONAL ARBORETUM

FOR ANNOUNCEMENT NUMBER ARS-D7E-0016

Print this page, complete the application, and please send it with all other application materials to the USDA, Agricultural Research Services, Human Resources Division, Attention: Lia Simmons, Reference ARS-D7E-0016, 5601 Sunnyside Avenue, Mail Stop #5104, Beltsville, MD 20705-5104. If you have any questions regarding the duties of these positions, contact the Internship Coordinator at (202) 245-2708. You may also visit the U.S. National Arboretum's web site for more information about the Arboretum at <http://www.usna.usda.gov>.

BASIC PERSONAL AND CONTACT INFORMATION:

1. Name (Last, First, Middle Initial):
2. Social Security Number:
3. Mailing Address (include zip code):
4. Permanent Address (If different from above):
5. Phone Numbers (Include area code)
Daytime Telephone Number:
Evening Telephone Number:
Other Telephone Number:
6. E-Mail Address(es):
7. Best time and means to reach you:
8. Are you a U.S. citizen? ___ Yes ___ No (If not, country of citizenship?)

EDUCATION

9. Have you graduated from high school?
___ Yes (Give name and location of high school and year graduated):
___ No
10. What is the highest level of education you have completed?
___ Some High School ___ High School or GED
___ Some college ___ Associate degree
___ Bachelors degree ___ Masters degree ___ Doctorate
11. Are you currently enrolled in a degree- or certificate-seeking program at an accredited academic institution on at least a half-time basis?
___ YES ___ NO

12. List in chronological order, all the colleges or universities you have attended, beginning with the most recently attended institution. Include name of the institution; location (city, state, zip code); the number of credit hours completed (specify semester or quarter hours); dates of attendance (from/to); your academic major and minor (if any); and degree and date awarded (if any).

13. Expected graduation date (if in college or other academic institution):

14. Cumulative Grade Point Average: _____ on a scale of _____

15. College transcripts are required. Copy is ___ enclosed ___ To be sent

16. In which Internship(s) are you interested? (Check all that apply. If interested in all internships, check only that option. NOTE: By responding to this announcement, you will be considered for any available internship if you meet the qualifications requirements. However, if you have one or more strong preferences, this information will help to match your interests with the available positions.)

___ Please consider me for all internships available. OR

I prefer to be considered only for those internships I have checked below.

___ TREE BREEDING PROGRAM - 3 months, beginning in May or June, 2007, full-time, Washington, DC

___ NATIONAL HERB GARDEN - 12 months, beginning May or June 2007 full-time, Washington, DC

___ NATIVE PLANTS - 3 months, beginning in May or June 2007, full-time, Washington, DC

___ ASIAN COLLECTION - 12 months, beginning May or June 2007, full-time, Washington, DC

___ CONIFER COLLECTION - 3 months, beginning in May or June 2007, full-time, Washington, DC

___ DOGWOOD COLLECTION - 3 months, beginning in May or June 2007, full-time, Washington, DC

___ FRIENDSHIP GARDEN - 6-8 months, beginning in May or June 2007, part-time, 2 days per week, Washington, DC

17. When can you begin your internship? _____

WRITE ON THE BACK OR USE A SEPARATE SHEET OF PAPER IF NECESSARY.

18. What particular learning experiences are you looking for in your internship (please specify for each internship checked in # 19 above.) Upon completion of an internship, what personal goals would you like to have achieved?

19. What unique skills or horticultural experience will you bring to the internship(s) for which you have applied?

20. Name three of your strengths, professional and/or personal, that will enhance your work in this internship.

21. Please indicate your experience with the pieces of equipment listed below using the following scale:

(1) never used before (2) moderate experience (3) highly skilled

___ lawn mower

___ leaf blower

___ manual transmission vehicle

___ laboratory equipment (please give examples of equipment you have used)

___ computer (list specific applications you can work with)

22. Do you have any other experience with additional gardening equipment or machinery not listed above? If so, describe.

23. Are there any groups of plants in which you are especially interested? If so, why and what experience have you had with them?

24. How did you find out about the U.S. National Arboretum's internship program?

Please attach two copies of your resume, a copy of your transcripts from the most recent educational institution attended and the names, addresses and phone numbers of three professional references.

If you have any questions about the application requirements, please call Lia Simmons, Human Resources Specialist, on (301) 504-1335.

Send your completed application package to:

USDA, Agricultural Research Services,
Human Resources Division, Attn: Lia Simmons
Reference: ARS-D7E-0016
5601 Sunnyside Avenue, Mail Stop #5104
Beltsville, MD 20705-5104

Contact Information:

Lia Simmons
Phone: 301-504-1335
Fax: 301-504-1535
TDD: 202-855-1234
Internet: SCIRECRUIT@ARS.USDA.GOV

Or write:

Department Of Agriculture
USDA-REE-ARS-HRD/ARS-D7E-0016
5601 Sunnyside Avenue, Stop #5104
Beltsville, MD 20705-5104
US
Fax: 301-504-1535