a. Name;

b. Title, series and grade of position;

c. Location of vacancy (service and unit);

d. Vacancy announcement number; and

e. Grade levels for which consideration is requested (if announced at multiple grade levels).

2. Responses to KSA’s/Competencies (rating factors) may be addressed on an

8 X 11 sheet of bond paper.

3. Applicants who fail to submit all required forms might not receive full credit in the rating and ranking process. Applications telefaxed and/or mailed in a Postage-Paid Government envelopes will not be accepted.

**VA Employees Nationwide:**

A signed VA Form 10-2850c, Application for Associated Health Occupations, available at www.vacareers.com.

A current resume describing your experience in detail. Please include starting and ending dates (mm/yy) and number of hours per week for each position.

3. OF-306, Declaration for Federal Employment, available at www.usajobs.opm.gov.

4. A copy of your last SF-50, Notification of Personnel Action.

5. A copy of your latest performance appraisal.

6. College transcripts, vocational training certificates, or licensures, if any.

Responses to KSA’s/Competencies (rating factors) may be addressed on an

8 X 11 sheet of bond paper.

Applicants who fail to submit all required forms might not receive full credit in the

rating and ranking process. Applications telefaxed and/or mailed in a Postage-Paid Government envelopes will not be accepted.

**NOTE:** **TIME IN GRADE:** **Candidates for advancement to positions at** **GS-6, -7, etc., which is in a line of work properly classified at 1-grade intervals** must have completed at least one year of service in positions no more than one grade lower than the position to be filled. **Candidates for advancement to positions at GS-7, -9, -11, which is in a line of work properly classified at 2-grade intervals** must have completed at least one year of service in positions no more than two grades lower than the positions to be filled.

Applicant’s materials should be mailed to:

VA MEDICAL CENTER

HUMAN RESOURCES MANAGEMENT SERVICE (05)

7305 NORTH MILITARY TRAIL

Attn: Felix Gonzalez

WEST PALM BEACH, FL 33410-6400

Applications must be received by the closing date to receive consideration.

Thank you for your interest in the West Palm Beach Veterans Affairs Medical Center!

**ENGLISH PROFICIENCY:** (38 USC 4105 (c)): Before candidates may be assigned to a position, which involves direct patient care, he/she must possess basic proficiency in both written and spoken English.

**THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL EMPLOYMENT**

**OPPORTUNITY EMPLOYER**

DAVID W. GREEN

Chief, Human Resources Mgmt Service