



**United States
Department of
Agriculture**

February 16, 2018

Dear Applicant:

Animal and Plant
Health Inspection
Service

Plant Protection
and Quarantine

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Coordinator, Illinois

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Federal Relay Service
(Voice/TTY/ASCII/Spanish)
1-800-877-8339

Thank you for your interest in the 2018 Gypsy Moth (GM) Survey Program for Illinois. Enclosed you will find the following: Job Announcement, Application (OF612), Declaration for Federal Employment (OF306), Availability Sheet, and Driving Record Sheet. Please completely fill out the forms. Your paperwork will be graded and evaluated by the USDA Personnel Department at our regional office in Raleigh North Carolina and becomes the basis for your eligibility and grade.

Please include as much detail as possible about your work and life experience. Please include *original* college transcripts with your application. The transcripts may be issued to the student. Your transcripts will be returned if you are not selected for the position. If you are a veteran entitled to veteran's preference please include the requested documents with your application. Be sure to sign your name where requested. Please indicate to me if your summer time address will be different from the address listed on your application. The announcement number is 18-GM-ILPPQ.

Send your completed Application: OF612 or resume, OF306, Transcripts, Availability and Driving Record Sheets to me at the address listed to the left. Please affix proper postage to your completed application packet.

Completed Applications must be received by Close of Business, March 16, 2018.

All applicants will be notified of selection status. If you are called for an interview, the interview will be during the work week and at a location within 50 miles of your summer residence. Please bring the following documents with you:

- 1.) Your Driver's License
- 2.) One of the following documents:
 - A. Your original Social Security Card; or
 - B. Original Birth Certificate/Certified copy issued by state or county; not the hospital; or
 - C. U.S. Passport.

If you are selected for the position, you must provide a complete set of fingerprints for a background check and you must take USDA Security Awareness Training prior to reporting for duty.

We look forward to hearing from you. If you have any questions please call or e-mail.

Sincerely,

Laura Ettema Khan
Domestic Program Coordinator for Illinois



APHIS Protecting American Agriculture

Equal Opportunity Employer

