



Application Cover Sheet

Completion is required for your application to be considered.

Applicant email address and phone numbers must remain up-to-date as they will be used for all communication regarding potential employment.

Name:

Phone Number (s):

E-mail Address (Please Write Legibly):

Applying for: ☐ PPQ Aid - GS 3 ☐ PPQ Technician - GS 4 ☐ PPQ Technician - GS 5

Certification regarding application materials:

Attached/enclosed are my completed Application Packet Documents: (Please do not send partial packets.)

1. Job Application Cover Sheet- (this sheet) ☐
2. [OF-306 Form](#) – completed, dated, and signed original ☐
3. Resumé – Provide current resume. See heading, "Required Documents for Application" in job announcement for details ☐
4. A background check and fingerprinting will be required upon appointment
5. Official college transcript ordered on (date) _____ from the following college/university:
_____ to be mailed to the USDA Office listed below)

Information Request:

Please indicate where you learned about this job (please be specific indicating name, location, date, etc.):

Career Fair

College Career Services

PPQ's Outreach Team

Handshake

Newspaper

Unemployment office

Social Media

Other (please specify) _____

Mailing Address:

USDA, APHIS, PPQ
Attn. Amy Mesman
314 South Henry, Suite 200
Pierre, SD 57501

Contact for More Information:

Email: amy.mesman@usda.gov
Phone: (605) 280-3582