



Application Cover Sheet

(Completion is required for your application to be considered)

Name: _____ **Phone Number(s):** _____

E-mail Address (Please Write Legibly): _____

Applying for: Full Time Summer Employment - May through October 2021 Field Season
 (Deadline to apply is ongoing until positions are filled)
 Accepting Applications Immediately

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. Official college transcript ordered on (date) _____ from the following college/ university: _____ to be mailed to the USDA Office listed below)
 (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 _____
 Newspaper _____
 Social Media _____

College Career Services _____
 Unemployment office _____
 Other (please specify) _____

Mailing Address: USDA, APHIS, PPQ
 Attn. Meaghan Gallagher
 801 Richfield Street
 Building A
 Lockport, NY 14094

Contact for more information:
 Meaghan.Gallagher@usda.gov
 1-716-280-6609

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