



**Application Cover Sheet**

(Completion is required for your application to be considered)

**Name:** \_\_\_\_\_ **Phone Number(s):** \_\_\_\_\_

**E-mail Address** (If handwritten, please write legibly): \_\_\_\_\_

**Applying for:** Full Time Summer Employment - May through October 2022 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. **Verification** – I have ordered my "Official" college transcript.   
 (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 _____	College Career Services _____
Newspaper _____	Unemployment office _____
Social Media _____	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