



U.S. Personal Services Contractor Application Checklist
USAID Office of Transition Initiatives
USAID Office of Civilian Response

Each application submitted must provide information sufficient to determine your qualifications. Failure to do so will result in loss of consideration.

Please note that some solicitations may have slightly different requirements from the typical ones shown below. **In case of differences, the posted solicitation is the document that governs.**

Applicants interested in being considered for a position **MUST** include the following in their application materials:

- _____ Complete resume. Resume must include:
 - _____ Paid and non-paid experience.
 - _____ Job titles.
 - _____ Locations.
 - _____ Dates held (month/year). Dates (month/year) and locations for all overseas field experience must also be detailed.
 - _____ Hours worked per week.
 - _____ Specific duties performed that fully detail the level and complexity of the work.
 - _____ Names and contact information (phone and email) of your current and/or previous supervisor(s).
 - _____ Education and any other qualifications including job-related training courses, job related skills, or job-related honors, awards or accomplishments.
- _____ Supplemental document specifically addressing each of the Evaluation Factors shown in the solicitation.
- _____ U.S. citizenship.

If any of the above items on the checklist is not completed, the application will not receive full consideration. Incomplete or late applications will not be considered.

By submitting your application materials, you agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.