How to Submit a Job Application

Step 1

Create your profile on USAJOBS.gov. Activate resumes you create so they are searchable by recruiters. Uploaded resumes are not searchable.

Step 2

Search USAJOBS.gov for open jobs at FEMA that are a good fit for you. When you find one or more you want to apply to…

Step 3

Read the "How to Apply" section and note the required supporting documents.

Step 4

Click "Apply Online" and choose the uploaded resume and supporting documents you want to submit with your application.

Step 5

Read and select the required fields that display, then click "Apply for this Position." You will be redirected to Career Connector.

Step 6

Answer questions and upload or fax required supporting documents to complete the application process.

Step 7

Once you submit supporting documents, review the application summary that displays.

Step 8

Click "Finish." You will be redirected back to USAJOBS.gov.

Step 9

Log back into USAJOBS.gov. Click "My Account" then "Application Status" to confirm that your application was received. It will say, "Application received" or "Resume received."

Step 10

Wait for a Human Resources Specialist to notify you via CareerConnector about the results of your qualifications review. This occurs after the job announcement closes.

Visit fema.gov/careers for more resources and information.