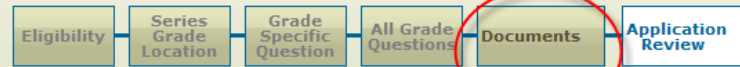




- Home
- View Application Status
- Search Vacancies
- My Account
- Logout

### Vacancy Documents



The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- **"USAJOBS"** to download documents transferred from USAJOBS.  
**Note:** This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
- **"Upload"** to upload documents from your computer.
- **"Fax"** to generate a fax coversheet and fax the documents.

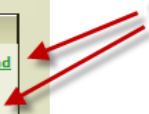
Documents from your profile that will be sent with your application.

You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

Document Type	Description	Action
Certificate of Bar Membership	No document Submitted	<a href="#">Upload</a> <a href="#">Fax</a>
Ltr of Rec	No document Submitted	<a href="#">Upload</a> <a href="#">Fax</a>

After the application questions, you will be given the opportunity to upload any documents you may have stored on your computer; or, generate a fax coversheet for each document you plan to fax to the Federal Trade Commission later.

Click on the option you would like for the documents that you plan to submit.





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- Logout

## Document Manager

Upload a Document		Step 7 of 7
Simply fill in the fields below, use the Browse button to find the file you wish to upload, and then select the Upload Document button.		
Items marked with * are required.		
* Description	<input type="text"/>	(100 character limit)
Type	Certificate of Bar Membership	
File	<input type="text"/>	<input type="button" value="Browse..."/>
<ul style="list-style-type: none"> <li>• Only these types of the documents can be uploaded: gif image(.gif), jpeg image (.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf), word perfect(.wpd)</li> <li>• 3MB is the maximum size allowed for a document</li> </ul>		
<input type="button" value="Upload Document"/>		<input type="button" value="Cancel"/>

If you choose the "Upload" option. You will be taken to this screen.

Questions, Comments, or Feedback can be directed to [harmoemployment@ftc.gov](mailto:harmoemployment@ftc.gov)

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- Home
- View Application Status
- Search Vacancies
- My Account
- Personal Info
- Logout

## Document Manager

**Upload a Document**

Step 7 of 7

Simply fill in the fields below, use the Browse button to find the file you wish to upload, and then select the Upload Document button.

Items marked with \* are required.

\* **Description**  (100 character limit)

Type

**File**

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image (.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf), word perfect(.wpd)
- 3MB is the maximum size allowed for a document

Type in the appropriate document description in this text box.

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### Document Manager

Step 7 of 7

**Upload a Document**

Simply fill in the fields below, use the Browse button to find the file you wish to upload, and then select the Upload Document button.

Items marked with \* are required.

\* **Description**  (100 character limit)

Type Certificate of Bar Membership

**File**

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image(.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf), word perfect(.wpd)
- 3MB is the maximum size allowed for a document

Click the "Browse" button to navigate to the document on your computer. Click the file name that you want and click "Open" within the dialog box.

**Choose file**

Look in: All Clients

- PayRates-GS-A-H 2011.csv
- Positon Classification WebEx Training.htm
- Question Library Data.xls
- Question Load Tutorial.ppt
- ROS Integrated Application Process - Updated 15-Dec-2010.pptx
- Sample IP Auth from ISP.doc
- SC 2010 Objectives.docx
- Selecting Employees Course Description.pdf
- USAJOBS Document Outage.png
- USAJOBS Notification of Change Application Status.pdf
- USAJOBS Notification of Change Job Posting Closed.pdf
- USAJOBS Test Resume.docx
- USAJOBS Test SF 50.docx
- USAJOBS Test Transcripts.docx
- USAJOBS\_Test\_Transcripts.docx

File name: USAJOBS Test SF 50.docx

Files of type: All Files (\*.\*)

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- Home
- View Application Status
- Search Vacancies
- My Account
  - Personal Info
- Logout

### Document Manager

**Upload a Document** Step 7 of 7

Simply fill in the fields below, use the Browse button to find the file you wish to upload, and then select the Upload Document button.

Items marked with \* are required.

\* **Description**  (100 character limit)

Type Certificate of Bar Membership

**File**

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image (.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf), word perfect(.wpd)
- 3MB is the maximum size allowed for a document

Once you choose your document, make certain the correct file name is populating this text box. If that is the document file you want, click the "Upload Document" button.

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- Home
- View Application Status
- Search Vacancies
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### Vacancy Documents

Eligibility | Series Grade Location | Grade Specific Question | All Grade Questions | **Documents** | Application Review

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- **"USAJOBS"** to download documents transferred from USAJOBS.  
**Note:** This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
- **"Upload"** to upload documents from your computer.
- **"Fax"** to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.

You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

Document Type	Description	Action
Certificate of Bar Membership	No document Submitted	<a href="#">Upload</a> <a href="#">Fax</a>
Ltr of Rec	No document Submitted	<a href="#">Upload</a> <a href="#">Fax</a>
Perf App	No document Submitted	<a href="#">Upload</a> <a href="#">Fax</a>
SF-50	<a href="#">SF-50</a>	<a href="#">Upload</a> <a href="#">Fax</a> <a href="#">Edit</a> <a href="#">Delete</a>

Back on the Vacancy Documents page, you can see that you now have the option to "Edit" or "Delete" the document file that you uploaded.





- Home
- View Application Status
- Search Vacancies
- My Account
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### Document Manager



Documents

Use this page to generate coversheet.

Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency.

**Fax a Document**

Review the [Fax Instructions](#) before you print out your coversheet. Then, print the coversheet.

Type Certificate of Bar Membership

If you choose to "Fax" your documents instead of "Upload", you will be taken to this page.

For a review of how the fax process works, click "Fax Instructions".

Questions, Comments, or Feedback can be directed to [hrrmoemployment@ftc.gov](mailto:hrrmoemployment@ftc.gov)



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## Fax Instructions

**1 Select the documents** that you need a cover sheet for, by placing a check-mark in the "Select Cover Sheet" box. *Only select the requested documents that are relevant to you.* **Create the cover sheets** by clicking on the "Print Cover Sheet" button. This will create cover sheets for all of the selected documents in a new window.

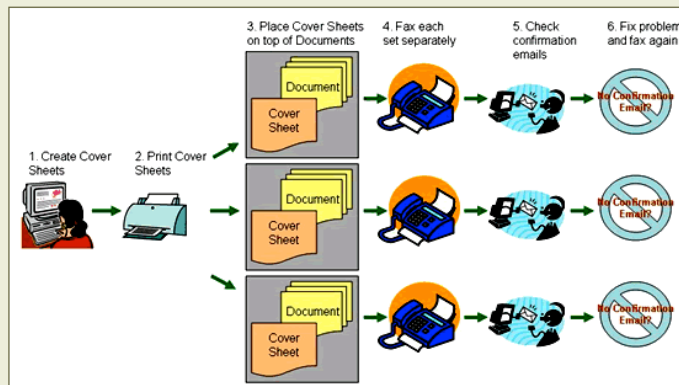
**2 Print the cover sheets.** If you are not connected to a printer you can return to this application later as a registered user and print at that time. There is special data on the cover sheet that enables us to process your faxed document without human intervention. *Do not edit the cover sheet or write anything on it. Make sure the printout is un-skewed, clear, and legible with a white background.*

**3 Create fax set(s).** Place cover sheet on top of the requested document. The data on the cover sheet is read using Optical Character Recognition technology and identifies the applicant, document, and vacancy as applicable. *If the fax is coming through a commercial facsimile provider, ensure that their company cover sheet does not go on top of the cover sheet that was printed from the application. We cannot process your document if the first sheet in the fax is anything other than the cover sheet created by our application.*

**4 Fax each set separately.** For example, if you have to send ten documents you will need to send ten separate faxes with ten different fax cover sheets as the first page in each set. *Find out the correct way to place document(s) in the fax machine in order to avoid sending the faxed documents upside-down, back-side, or skewed. If you fax two sets with the same cover sheet the second fax will replace the first one in our system.*

**5 Check for confirmation emails** for all documents that you have faxed. Confirmation emails are sent automatically after we receive the faxed cover sheet. *Also, check the status on your fax machine to ensure that the entire fax including cover sheet and document were sent successfully.*

**6 Fix the problem and submit the fax again** if you did not receive a confirmation email for a document. Please be aware that some email systems may place our confirmation emails in "junk" or "bulk" folder.







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## Document Manager



Documents

Use this page to generate coversheet.

Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency.

### Fax a Document

Review the [Fax Instructions](#) before you print out your coversheet. Then, print the coversheet.

Type Certificate of Bar Membership

Generate Cover Sheet

Cancel

If you want to produce a coversheet for that specific document, click "Generate Cover Sheet".

Questions, Comments, or Feedback can be directed to [hrmoemployment@ftc.gov](mailto:hrmoemployment@ftc.gov)

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Seeker - Document Manager - Fax Coversheet - Provided by Monster Worldwide

https://jobs.eval.mgsapps.monster.com/ftc/vacancy/fax/NWvacancyDocuments/generateCoversheet.hms?orgId=1&docType=Certificate+of+Bar+Me

File Edit View Favorites Tools Help SnagIt

Seeker - Document Manager - Fax Coversheet

Printed on 09/02/2011 12:30:22 PM.

FAX=298820  
DB=1022  
CHK=40

When you click "Generate Fax Coversheet" this screen will come up. A dialog box with the option to "Print" should also pop up.

(Please do not write or mark above this line.)

**Fax Cover Sheet**

To:	Hiring Management-Fax Imaging	From:	MONSTER, JOE
Fax:	571-258-4060	Pages:	
Phone:		Date:	
Re:	Applicant Documentation : Certificate of Bar Membership		

Print dialog box:

General Options

Select Printer

- USVAMCL01PR0005 on nainffp13
- USVAMCL01PR0006 on nainffp13
- USVAMCL01PR0012 on nainffp13

Status: Ready  Print to file Preferences

Location: NA/McLean Find Printer...

Comment: HP LaserJet 4350 - Sales

Page Range

All  Selection  Current Page

Pages: 1

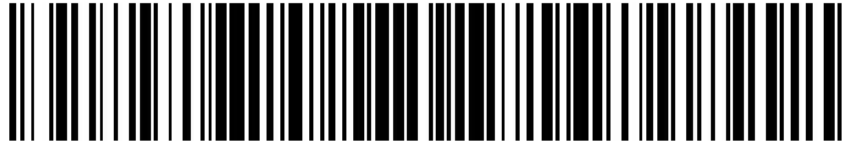
Number of copies: 1

Collate

Enter either a single page number or a single page range. For example, 5-12

Print Cancel App

Please note that each coversheet is document specific. You will need to generate a coversheet for each document that you fax to the Federal Trade Commission.



MGSF298820X1022FSGM

**FAX=298820**  
**DB=1022**  
**CHK=40**

### Fax Instructions

**THIS MUST BE THE FIRST PAGE IN YOUR FAX TRANSMISSION IN ORDER FOR YOUR DOCUMENT TO BE PROCESSED CORRECTLY.**

1. Complete the following fields: number of pages (including the coversheet), date and vacancy announcement number (in the space below the date field).
2. Fax the appropriate coversheet using the fax number provided above.

Printed on 09/02/2011 12:30:22 PM.

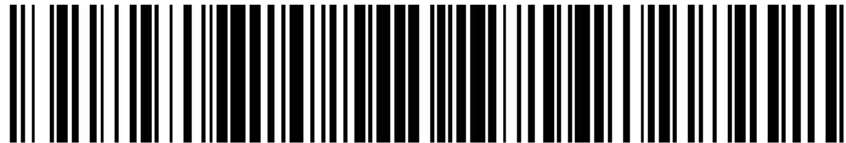
FAX=298820  
DB=1022  
CHK=40

If a dialog box with the option to "Print" does not open automatically, click on the "File" menu and choose the "Print" option. That should open the dialog box and allow you to print your coversheet.

(Please do not write or mark above this line.)

**Fax Cover Sheet**

To:	Hiring Management-Fax Imaging	From:	MONSTER, JOE
Fax:	571-258-4060	Pages:	
Phone:		Date:	
Re:	Applicant Documentation : Certificate of Bar Membership		



MGSF298820X1022FSGM

**FAX=298820**  
**DB=1022**  
**CHK=40**

**Fax Instructions**

**THIS MUST BE THE FIRST PAGE IN YOUR FAX TRANSMISSION IN ORDER FOR YOUR DOCUMENT TO BE PROCESSED CORRECTLY.**

1. Complete the following fields: number of pages (including the coversheet), date and vacancy announcement number (in the space below the date field).
2. Fax the appropriate coversheet using the fax number provided above.



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- My Account
- Logout

## Document Manager



Documents

Use this page to generate coversheet.

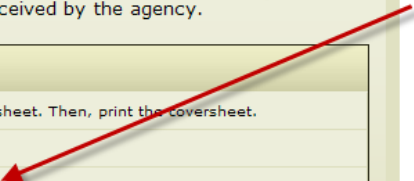
Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency.

**Fax a Document**

Review the [Fax Instructions](#) before you print out your coversheet. Then, print the coversheet.

Type	Certificate of Bar Membership
------	-------------------------------

Once you have generated and printed your coversheet, click the "Cancel" button to return to the Vacancy Document page.



Questions, Comments, or Feedback can be directed to [harmoemployment@ftc.gov](mailto:harmoemployment@ftc.gov)

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SF-50	<a href="#">SF-50</a>	<a href="#">Upload</a> <a href="#">Fax</a> <a href="#">Edit</a> <a href="#">Delete</a>
Selective Service System Exemption	No document Submitted	<a href="#">Upload</a> <a href="#">Fax</a>
Sole-authored writing sample	No document Submitted	<a href="#">Upload</a> <a href="#">Fax</a>

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed.

Document Type	Description	Action
Performance Appraisal	No document Submitted	<a href="#">Upload</a> <a href="#">Fax</a>
SF-50 - Notification of Personnel Action	No document Submitted	<a href="#">Upload</a> <a href="#">Fax</a>

After you have uploaded all your documents and/or generated coversheets for each, proceed to the final application step by clicking "Next". Keep in mind that you can come back to your application later and make edits or manage documents through your USAJOBS account profile, as long as the job announcement is still open.





- Home
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- Search Vacancies
- My Account
- Logout

### Application Review

Eligibility | Series Grade Location | Grade Specific Question | All Grade Questions | Documents | **Application Review**

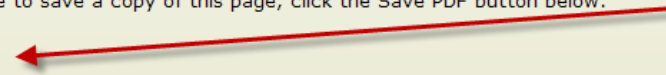
Here is a summary of the application you just completed.  
If you would like to save a copy of this page, click the Save PDF button below.

Save PDF

Personal Information	
Name:	JOE MONSTER
Email:	jmonster@mgs.com
Vacancy Announcement:	OED-HRMO-2011-0022
Position Title:	MCL Test USAJOBS Integration_1- Accept USAJOBS Upload Resume-RePost
Series:	0201
Grade:	14
Location(s):	Washington DC Metro Area, DC
Veteran's Preference:	NOT A VET

### Eligibility Questions

You can review your entire application on this page. You can save a copy by clicking the "Save PDF" button. To see which documents that you have successfully uploaded, scroll down to find the documents section.



Documents from your profile that will be sent with your application.

Document Type	Description	Filename	Submission Type	Date Received
Certificate of Bar Membership	No document Submitted			
Ltr of Rec	No document Submitted			
Perf App	No document Submitted			
SF-50	<u>SF-50</u>	USAJOBS Test SF 50.docx	UPLOAD	09/02/2011 12:18:46 PM
Selective Service System Exemption	No document Submitted			
Sole-authored writing sample	No document Submitted			

Here is the confirmation that your document was successfully uploaded. You should have one confirmation per document that you provided. There is NO confirmation for generating fax coversheets. Applicants are responsible for faxing their documents to the Federal Trade Commission outside of this web application.

The following are additional documents requested for this vacancy.

Document Type	Description	Filename	Submission Type	Date Received
Performance Appraisal	No document Submitted			
SF-50 - Notification of Personnel Action	No document Submitted			

**Resume**

MGS test applicant

Click "Finish" when you are done reviewing your application and ready to submit it.

< Previous  Finish