

Completing and Submitting the Online Occupational Questionnaire

These supplemental instructions are intended to help you through the process of completing and submitting the online occupational questionnaire. Please use the following step-by-step instructions. To view the complete vacancy announcement, which includes detailed instructions on the entire application process, go to www.foodsafetyjobs.gov and click on "Food Inspector." The link to the Online Questionnaire is found at the same web address.

When completing the Online Questionnaire, please refer to the notes shown below for specific guidance. For each set of questions, after you have reviewed your answers to assure accuracy, click on "NEXT" at the bottom right of the web page to proceed to the next set of questions. If you completed everything on that page correctly, you will proceed to the next page.

If you filled in a block incorrectly or if you failed to fill in a required block, red text will highlight the problem and provide guidance on how to correct the error. After correcting the problem, click on "NEXT" again to move to the next page.

Important Note: Your answers to the occupational questionnaire must be truthful and honest. Responses are subject to verification through background checks, job interviews, or any other information obtained during the application process. Withholding requested information or presenting false or misleading statements may result in your loss of consideration for employment or your termination after employment.

Social Security Number: Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we can not process your application without it.

Vacancy ID Number: If requested, enter the Vacancy ID Number **UM188899**.

Title of Job: Position Title is **FOOD INSPECTOR**.

Biographic Data: All biographic information is required, except for your telephone number and the contact time. Leave country blank if you live in the United States. Enter only numbers, no dashes, for the telephone number. Click on the button next to your choice, when applicable.

E-Mail Address: Providing your e-mail address is optional.

Work Information: Leave this section blank.

Employment Availability: Click on all boxes where you are available for work, given the conditions noted.

Citizenship: Are you a United States citizen? Click next to "yes" or "no." If you are not a U.S. Citizen, then you are not eligible to be considered for this position. Only U.S. Citizens should continue with the questionnaire.

Other Information: Providing your gender is optional.

Lowest Grade: Enter the lowest grade level you will accept. Most applicants list 05 in this block. (If you enter grade 7 as the lowest grade you will accept, and you do not qualify for that grade, you will not be considered for vacant positions.)

Veterans' Preference: Indicate whether or not you can claim Veteran's Preference.

Dates of Active Duty - Military Service: These dates are required if you have claimed Veterans' Preference, unless you have claimed derived Preference (i.e., widows, spouse, etc.). Please use mm/dd/yyyy format.

Availability Date: Most applicants leave this blank. You should leave this blank if you can be considered for work immediately. Otherwise you must provide the date you wish to begin receiving consideration for employment. Please use mm/dd/yyyy format.

Job Preference: Leave this section blank.

Occupational Specialties: The occupational specialty is **FOOD INSPECTOR**.

Geographic Availability: Select at least one, but no more than five, geographic location(s) in which you are interested and will accept employment.

Transition Assistance Plan: In this section, indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP). Most will not check these boxes.

Occupational Questions: Answer the series of occupational questions, as instructed by the online prompts.

Once you have completed all the questions from 1-57, you have answered all the occupational questions. Click on "FINISH."

At the next screen, click on "SUBMIT" to submit your questionnaire to us.

On the next screen, to confirm that your questionnaire was submitted, you will get a message thanking you for applying. You have completed and submitted your online questionnaire, the second step of the Food Inspector application process.