



## VACANCY ANNOUNCEMENT INFORMATION SHEET

### CONDITIONS OF EMPLOYMENT:

Relocation/Recruitment expenses/bonus may be authorized.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### HOW TO APPLY:

**All application packets must be received in Human Resources by Close of Business (COB) on 05-05-06 for first consideration. This position is Open until Filled.** Application forms may be obtained in Human Resources Office or on our external website, [www.va.gov/Portland/hr/index.asp](http://www.va.gov/Portland/hr/index.asp).

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: T38-06-274-JB**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

**Portland VAMC employees** must submit a

1. [VAF 4078, Application for Promotion or Reassignment](#)

**Other VA Employees** must submit

1. [VA Form 10-2850 Application For Physicians, Dentists, Podiatrists, and Optometrists](#)
2. Curriculum vita should be enclosed as additional information
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

**Non VA Applicants** must submit:

1. [VA Form 10-2850 Application For Physicians, Dentists, Podiatrists, and Optometrists](#)
2. Curriculum vita should be enclosed as additional information
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses.
7. A copy of your college transcripts (Optional unless education is required).

### APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**