

Quick Guide to Applying for Army Civilian Jobs and Checking Status of Applications through www.armycivilianservice.com

Job Search and Application - Resumix/Army Resume Builder/ANSWER

1. Click Army Job Search at top right.
2. Find open announcement.
3. Click 'Apply Online' at bottom of page.
4. Sign in to USAJOBS account.
5. Check box for statement that begins "I certify..."
6. Click button at bottom that says 'Apply for this position now!'
7. Fill out Resume self-nomination form.
8. Select radio button for 'I agree'.
9. Click 'Submit'.

To check status: Log in to Resume Builder at <https://resumebuilder.cpol.army.mil/resumebuilder/builder/index.jsp> and click on link 'Go To Answer'.

Job Search and Application – USAJOBS/Application Manager

1. Click Army Job Search at top right.
2. Find open announcement.
3. Click 'Apply Online' at bottom of page.
4. Sign in to USAJOBS account.
5. Select desired resume.
6. Check box for statement that begins "I certify..."
7. Click button at bottom that says 'Apply for this position now!'
8. Fill out questionnaire information and upload documents (if required).

To check status: Sign in to USAJOBS account at www.usajobs.opm.gov and click 'Application Status'.