

HOW TO APPLY FOR THE APPRENTICE PROGRAM USING THE CIVILIAN HIRING AND RECRUITMENT TOOL (CHART)

A. RESUME (ANNOUNCEMENT NO: EA4-XXXX-00-GS000001-IN)

OPENING DATE: 18 OCTOBER 2004

CLOSING DATE: 19 NOVEMBER 2004

Enter the internet web site: <http://chart.donhr.navy.mil>

Find "Create an Account", click on "create a password protected, personalized account". Create your account with your social security number and a personal password. Remember your password.

After you have created your account, log into CHART and go to "My Resume" and build your resume. The resume consists of 7 areas. Be sure to complete all 7 areas of the resume.

After your resume is complete be sure to save upon closing. You can create your resume at any time but you will not be able to attach it to the Apprentice Program announcement until it opens and appears on the web site.

Once the Apprentice Program Announcement has been posted on the web site, which will be 18 October 2004, you can log in and go to "Search for Jobs". Search on Job Title/Key Word which is "APPRENTICE" or the announcement number. When you have located the announcement, open it up and find the "Apply Now" button located at either the top or bottom of the announcement. Click on this button and follow the instructions for attaching your resume to the announcement electronically.

To check on the status of your resume and to make sure it has attached properly, you can go to "My Status". Please wait 48 hours after submission of your resume to ensure that it has had time to process.

You should also receive an electronic confirmation sent to the email address you provided in your resume.

B. PLACEMENT TEST

Placement test are given at the college, consult the following website for times and dates. <http://www.tcc.edu/students/admissions/plactest/schedule.htm> There is a \$4 fee to take this test. For other information you can contact the college. Prior to taking the placement test you will be required to complete the college's Admission form to enable your test scores to be entered into the college's record keeping system and also the Information Release form so your test scores can be released to the Norfolk Naval Shipyard.

The placement test scores are used to determine eligibility to get an interview. If your score is within our cut-off range then a letter will be mailed to you confirming that you are eligible with a day and time for your interview. If you did not score high enough on the placement test a letter of ineligibility will be sent to you stating that you were ineligible for the program based on your placement test scores or for other reasons that may have resulted from reviewing of your resume (i.e. not a US citizen, not a high school graduate or have a GED equivalent, etc.).

We will also except SAT scores in lieu of the placement test if you have no less than 500 for math and 500 for English. SAT scores must be turned in to TCC for credit to be given and so verification of scores can be made.