

# **REQUIRED DOCUMENTATION**

## **Schedule A or Veteran Vacancies**

IRS Recruiters and Special Placement Coordinators use this checklist to review documentation submitted by Schedule A job applicants.

**The following people may apply for a non-competitive appointment through the Schedule A (5 C.F.R. 213.3102(u)) hiring authority:**

People with disabilities - including intellectual disabilities, severe physical disabilities and psychiatric disabilities

Disabled veterans with a 30% or more rating from the Department of Veterans Affairs or Department of Defense

Certain disabled veterans recently discharged with an honorable or general discharge may be hired through the VRA appointment authority

**Applicants with required documentation may apply directly to the Internal Revenue Service's Selective Placement Coordinators. Forward your documents electronically to:**

[HCO.recruiter4disability@irs.gov](mailto:HCO.recruiter4disability@irs.gov)

### **Resume:**

Resumes should clearly speak to the requirements of the position for which you are applying. Please be sure to include the last four digits of your Social Security Number on your Resume. Resumes will be used in evaluating your application - so they should therefore contain a detailed description of your experience and education.

### **Schedule A Certification:**

Proof of the disability is required for appointments of persons with disabilities - including intellectual disabilities, severe physical disabilities or psychiatric disabilities. The following organizations or agencies may provide the Schedule A Certification:

A licensed medical professional **Example: a physician or other medical professional certified by a State, the District of Columbia or a U.S. territory to practice medicine.**

A licensed vocational rehabilitation specialist - **state or private.**

Any Federal agency, state agency or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. **Example: Social Security Administration or Department of Veterans Affairs.**

### **Transcripts:**

Include all college transcripts which support and confirm your education history.

An unofficial transcript may be accepted.

We reserve the right to request an official transcript later in the process, if an official job offer is made.

### **DD-214:**

If you are a veteran or military personnel, provide a copy of your **DD-214** and **SF-15**.

Veterans may also need to provide the following documents:

Civil Service Preference Letter - also known as the VA Letter

Disability determination from a branch of the Armed Forces

### **Geographic Location:**

The IRS is a nationwide employer. Please provide a list of the geographical locations, **by city and state**, where you prefer to work.

If you are willing to relocate, include any applicable locations