



BEST IN THE WORLD

BECOME AN AIR TRAFFIC CONTROLLER

Air Traffic Controller Specialist Trainee Application Checklist

Interested applicants should visit [USA Jobs](#) to view the job listing, build their profile and apply.

RESUME

☐ Use the [USAJOBS](#) resume builder to:

- Provide all the required information needed for our Agency to determine your qualification for the position.
- Provide the number of hours worked per week, dates of employment (mm/yyyy format) and a detailed description of daily duties and responsibilities.

REQUIRED DOCUMENTS

YOU WILL NEED TO UPLOAD THESE ON USAJOBS WHEN YOU APPLY

☐ I'm applying based on education:

- A copy of official/unofficial transcripts with confer date

☐ I'm applying based on a Collegiate Training Initiative (CTI):

- A copy of official/unofficial transcripts
- A recommendation letter or endorsement certifying they have met the CTI requirements.
- This letter must be on official CTI school letter head, signed by the designated CTI point of contact and certify/endorse that all CTI program requirements have been met.

☐ I'm applying based on previous experience as a federal employee:

- A copy of a Notification of Personnel Action (SF-50) that verifies original appointment and any ATC certifications/ratings.

☐ I'm claiming veterans' preference:

- Submit either a DD Form 214 Certificate of Release or Discharge from Active Duty or a document from the armed forces certifying that you are expected to be discharged or released from active-duty service under honorable conditions within 120 days.
- If you are claiming 10-point preference, you must also submit a completed SF-15 and supporting documents as outlined in the SF-15.
- Certifications
- If applicable, submit a CTO, Pink Card and/or Pilot License.

COMMON MISTAKES

- Failing to provide **number of hours worked per week** for each employer
- Failing to provide **complete employment dates (mm/yyyy)** for each employer
- Failing to provide **detailed description of work experience**
- Failing to submit **required documentation** (transcripts, DD-214, Disability Letter)
- Failing to **upload and attach** a resume

Refer to the vacancy announcement for a complete list of documents required to qualify for the position.



THESE DOCUMENTS MUST BE UPLOADED WITH YOUR APPLICATION IN USAJOBS BY THE CLOSING DATE OF THE ANNOUNCEMENT OR YOUR APPLICATION WILL BE REJECTED.

www.faa.gov/atc-hiring