

## Editing an application that has already been submitted

If an applicant chooses to edit an application that has already been completed, they may do so; however, it will not be considered complete until the application is resubmitted.

The screenshot shows the 'Application Summary' page for a 'Forest Fire Management Officer' position. The page is part of the USDA Forest Service website. The navigation bar includes 'About USDA', 'Ask the Expert', and 'Contact Us'. The breadcrumb trail shows 'You are here: Home / Careers'. The left sidebar contains 'Careers' with links for 'Return to USAJOBS' and 'Application Help'. The main content area has a 'Switch to accessibility mode' link and a title 'Forest Fire Management Officer'. Below the title are tabs for 'Core Eligibility Questions', 'Application Preferences', 'Minimum Qualification Questions', 'Assessment Questions', and 'Application Summary'. The 'Application Summary' tab is active, showing the application form status as 'Complete and Submitted'. A message states 'Your application has now been submitted.' Below this is a table titled 'Status by Series & Grade' with columns for 'Series & Grade' and 'Status'. The table shows 'GS-0301-11' with a status of 'Received'. There is also a 'Certification Status' section indicating the applicant is 'Certified (Expires 27-Jul-2014)' and a 'Recertify Application' button. A note mentions that the application can be withdrawn at any time, with a 'Withdraw Application' button. A green box highlights a note stating that the application can be edited prior to the vacancy close date, but it will not be considered complete until resubmitted, with an 'Edit Application' button.

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Forest Fire Management Officer

Core Eligibility Questions | Application Preferences | Minimum Qualification Questions | Assessment Questions | **Application Summary**

Application Form Status: **Complete and Submitted**  
Your application has now been submitted.

**Status by Series & Grade**

Series & Grade	Status
GS-0301-11	Received

**Certification Status:** Certified (Expires 27-Jul-2014)  
If you wish to recertify your application you may do so whilst the job is open.  
[Recertify Application](#)

If you wish to withdraw your Application you may do so at any time  
[Withdraw Application](#)

If you wish to edit your Application (prior to the Vacancy Close Date) you may do so at any time.  
Note: If you edit your application, it will not be considered complete until you resubmit the application  
[Edit Application](#)

The screenshot shows the 'Edit Application' page for a 'Forest Fire Management Officer' position. The page is part of the USDA Forest Service website. The navigation bar includes 'About USDA' and 'Contact Us'. The breadcrumb trail shows 'You are here: Home / Careers'. The left sidebar contains 'Careers' with links for 'Return to USAJOBS' and 'Application Help'. The main content area has a 'Switch to accessibility mode' link and a title 'Edit Application for Forest Fire Management Officer'. Below the title is a 'Note' section with three bullet points: 'Selecting Edit Application will remove your existing application from consideration.', 'Selecting Edit Application without completing the submission process means you will NOT be considered for this position.', and 'You must select Submit and recomplete the two step submission process prior to the vacancy close date.' Below the note are two buttons: 'Cancel' and 'Edit Application'.

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Edit Application for Forest Fire Management Officer

**Note:**

- **Selecting *Edit Application* will remove your existing application from consideration.**
- Selecting *Edit Application* without completing the submission process means you will **NOT** be considered for this position.
- You must select *Submit* and recomplete the two step submission process prior to the vacancy close date.
- Select *Cancel* to leave your current application submitted as is without edit.

[Cancel](#) [Edit Application](#)

Editing an application that has already been submitted

To resubmit their application, they must complete the two step process below.

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**Careers**

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**Forest Fire Management Officer**

[Core Eligibility Questions](#) | [Application Preferences](#) | [Minimum Qualification Questions](#) | [Assessment](#)

Application Form Status: **Complete but not submitted**

[Begin Application Submission](#) **To be considered for this position you must select "Begin Application Submission" button to advance to step 2 for final application submission.**

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**You are about to submit your application**

If you are ready to submit your Application click the "Submit Now" button. Otherwise you can click the "Submit Later" button which will allow you to return to your Application for editing.

Upon selecting "Submit Now" **please do not close** your browser or navigate away from this page until you have received the page confirming **"Your application has now been submitted."**

If an error is encountered, please refer to the Agency Contact Information section in the USAJOBS announcement for assistance.

[Submit Later](#) | [Submit Now](#)