

HOW TO SEARCH & APPLY FOR THE ANNUITANT POSITION

- Open your web browser, type www.usps.com/careers and click “**Apply now**”.
- In the keywords field type one of the following:
 - *Annuitant Holiday Clerk Assistant*
 - *Annuitant Holiday City Carrier Assistant*
 - *Annuitant Holiday Transpntn Asst MVO*
 - *Annuitant Holiday Transpntn Asst TTO*
 - *Annuitant Holiday Assistant Rural Carrier*
- Under location, select the State from the dropdown to narrow your search results.
- Click “**Start**” and this will display the jobs. You may need to use the scroll bars on the right side to find the specific job you are looking for.
- Once you find the job, click on the underlined position name to open the posting. All information regarding this position will be displayed.
- At the top of the screen, click “**Apply**”. This will open the Registration and Login page.
Note: You cannot apply for positions unless you have created a Candidate Profile (Registered).
- On the Registration and Login page you are asked “**Do you already have an account?**”
 - If yes, select “**Click Here to Login**”. (Skip to “Login to Your Account and Apply”)
 - If no, complete the **Name** and **User Data** information and click “**Register**”.

REGISTER YOUR eCAREER PROFILE

Personal Data: Complete all required fields. **Ensure telephone numbers’ fields do not include alpha characters such as “N/A”.** Ensure your email address is accurate as all communication related to your application will be sent to the email address listed. When complete, click “**Next Page**”.

Work Experience: You are not required to answer question 1 nor provide details of your work history. Therefore, you may answer questions 2 through 7 only and click “**Next Page**”.

Education/Training: Click “**Next Page**”.

General Eligibility: Answer all required questions and click “**Next Page**”.

Veterans’ Preference: Click “**Next Page**”.

Attachments: Click “**Next Page**”.

Assessments: Click “**Next Page**”.

Review and Release: Be sure to release your profile. A locked profile will not be accepted for consideration. Click “**Complete**”. Your candidate profile is complete. You will receive a confirmation email stating you have successfully created your profile.

Now you can apply for the annuitant position. Click “**Continue**” to proceed.

LOGIN TO YOUR ACCOUNT AND APPLY

- Once you are logged into your account, previous information from your Candidate Profile will be pre-populated into the application. You may make changes at this time.
- Additional sections will be displayed: cover letter (optional), Summary of Accomplishments/References (indicate the city/state/zip where you are interested in working), Driver History, Authorization & Release, and EEO & Disability.
- In the “**Send Application**” section, check the box next to “I would like to release my profile so that my data can be considered for other job opportunities as well”.
- Click “**Send Application**”.
- You will receive an Acknowledgement of Application confirmation by email.

3-DIGIT ZIP CODE	Location in Job Posting Title
006-009	PUERTO RICO
010-029	MASSACHUSETTS
010-029	RHODE ISLAND
030-059	MAINE
030-059	NEW HAMPSHIRE
030-059	VERMONT
060-069	CONNECTICUT
070-089	NEW JERSEY
100-104, 112	NEW YORK 1
105-109, 120-149	NEW YORK 3
110, 111, 113-119	NEW YORK 2
150-179	PENNSYLVANIA 1
180-199	DELAWARE
180-199	PENNSYLVANIA 2
200, 202-212, 214-219	MARYLAND
201, 220-246	VIRGINIA
247-268, 400-418, 420-427	KENTUCKY
247-268, 400-418, 420-427	WEST VIRGINIA
270-289	NORTH CAROLINA
290-299	SOUTH CAROLINA
300-319, 398	GEORGIA
320-327, 344	FLORIDA 1
328, 329, 335-339, 341, 342, 346, 347	FLORIDA 2
330-334, 349	FLORIDA 3
350-352, 354-369, 386-397	ALABAMA
350-352, 354-369, 386-397	MISSISSIPPI
370-374, 376-385	TENNESSEE
430-433, 437, 438, 450-457	OHIO 2
434-436, 439-449, 458	OHIO 1
460-479	INDIANA
480-485, 492	MICHIGAN 1
486-491, 493-499	MICHIGAN 2
500-516, 520-528, 570-577, 680, 681, 683-693	IOWA
500-516, 520-528, 570-577, 680, 681, 683-693	NEBRASKA
500-516, 520-528, 570-577, 680, 681, 683-693	SOUTH DAKOTA
530-532, 534, 535, 537-549	WISCONSIN
550, 551, 553-567, 580-588	MINNESOTA
550, 551, 553-567, 580-588	NORTH DAKOTA
590-599, 832-838, 970-979	IDAHO
590-599, 832-838, 970-979	MONTANA
590-599, 832-838, 970-979	OREGON
600-603, 606-608, 610, 611	ILLINOIS 1
604, 605, 609, 612-620, 622-629	ILLINOIS 2
630, 631, 633-641, 644-648, 650-658, 660-662, 664-679	KANSAS
630, 631, 633-641, 644-648, 650-658, 660-662, 664-679	MISSOURI
700, 701, 703-708, 710-714	LOUISIANA
716-731, 733-741, 743-749	ARKANSAS
716-731, 733-741, 743-749	OKLAHOMA
750-764, 766, 767	TEXAS 1
765, 768, 769, 780-782, 786-799	TEXAS 3
770, 772-779, 783-785	TEXAS 2
800-816, 820-831	COLORADO
800-816, 820-831	WYOMING
840, 841, 843-847, 890, 891, 893-895, 897, 898	NEVADA
840, 841, 843-847, 890, 891, 893-895, 897, 898	UTAH
850-853, 855-857, 859, 860, 863-865, 870, 871, 873-875, 877-884	ARIZONA
850-853, 855-857, 859, 860, 863-865, 870, 871, 873-875, 877-884	NEW MEXICO
900-908	CALIFORNIA 5
910-912, 917, 918, 926-928	CALIFORNIA 4
913-916, 930-937, 939, 953	CALIFORNIA 3
919-925	CALIFORNIA 6
940-944, 949-951, 954, 955, 959, 960	CALIFORNIA 1
945-948, 952, 956-958, 961	CALIFORNIA 2
967-969	HAWAII
980-986, 988-994	WASHINGTON
995-999	ALASKA