

HOW TO SEARCH & APPLY FOR THE ANNUITANT POSITION

- Open your web browser, type www.usps.com/careers, scroll down the page and click “**Apply now**”, then “**Continue**”.
- In the keywords field type one of the following:
 - Annuitant Holiday Clerk Assistant
 - Annuitant Holiday City Carrier Assistant
 - Annuitant Holiday Transpnt Asst MVO
 - Annuitant Holiday Transpnt Asst TTO
 - Annuitant Hol Asst 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.

Keywords:

Search Criteria for Employment Opportunities

Location:

Alabama	▲
Alaska	
Arizona	
Arkansas	▼

Functional Area:

Administrative Support	▲
Business Development	
Business Solutions	
Communications	▼



- 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).

Select “Apply” to apply for this job, or close this window to return to your search results.

- 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**”.

Registration and Login

Do you already have an account? If so, [Click Here to Login](#).

If not, register below.

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.