

**APPLICATION FOR POSITION VACANCY UNDER CDC MERIT
PROMOTION ANNOUNCEMENT**

Part I. *(Please read instructions carefully before completing)*

Announcement No.:	DO NOT WRITE IN THIS SPACE		
Specific Position(s) and Grade(s) Applying For:	Date Received		
Name <i>(Last, First, Middle)</i> :	Option	Grade	Rating
Current Title, Series, Grade:			
Organizational Location:			
Telephone Extension:			
Address <i>(where you wish to receive a reply)</i> :	Rater: _____		
	Date: _____		
	Reviewer: _____		
	Date: _____		
	NOTATIONS:		

IMPORTANT

**READ ALL INSTRUCTIONS CAREFULLY
BEFORE FILLING OUT YOUR STATEMENT**

Only the information you provide in this application will be used to determine your basic qualifications and your ranking with other candidates. **Failure to Provide Sufficient Description** of the degree to which you possess the required knowledges, skills, and abilities as indicated by relevant experience, training, awards, and outside activities may result in your being **Rated Not Qualified** or in **Not Receiving The Proper Credit**. Under Part II **Experience**, you must specify the exact dates you held each grade/or position. Please **Do Not** attach copy of job description.

If more space is needed, please attach separate sheet(s). Type or print the information you provide, and sign and date this form in ink. **If form is not signed and currently dated, your application will be returned without further consideration.**

Completed applications should be submitted to address specified under **"How To Apply"** in the Position Announcement by COB on the closing date or postmarked on or before closing date of the Announcement.

EXPERIENCE AND QUALIFICATIONS STATEMENT FOR POSITION VACANCY

Part II. Experience: (Begin with most recent relevant experience). Include all experience relevant to the announced position, duties, and qualification requirements. You will be rated based on the degree to which you indicate that you possess experience related to this position. You must specify the dates at each grade level held.

Dates of Employment in this Position <i>(Specify the dates at each grade level.)</i>			Exact Title of your Position
Series & Grade	From (Mo., Day, Yr.)	To (Mo., Day, Yr.)	
			Name and Telephone No. of Immediate Supervisor
Annual Salary /Hourly Rate When Non-Federal Employment	Avg. Hours Per Week	Employer (Name & Address)	Number & Kind of Employees You Supervised

Detailed Description of Relevant Work Duties: *(Please Do Not Attach Position Description.)*

Additional Experience Relevant to Position Vacancy May Be Provided on Supplemental Sheet(s)

Dates of Employment in this Position <i>(Specify the dates at each grade level.)</i>			Exact Title of your Position
Series & Grade	From (Mo., Day, Yr.)	To (Mo., Day, Yr.)	
			Name and Telephone No. of Immediate Supervisor
Annual Salary /Hourly Rate When Non-Federal Employment	Avg. Hours Per Week	Employer (Name & Address)	Number & Kind of Employees You Supervised

Detailed Description of Relevant Work Duties: *(Please Do Not Attach Position Description.)*

Additional Experience Relevant to Position Vacancy May Be Provided on Supplemental Sheet(s)

Dates of Employment in this Position <i>(Specify the dates at each grade level.)</i>			Exact Title of your Position
Series & Grade	From (Mo., Day, Yr.)	To (Mo., Day, Yr.)	
			Name and Telephone No. of Immediate Supervisor
Annual Salary /Hourly Rate When Non-Federal Employment	Avg. Hours Per Week	Employer (Name & Address)	Number & Kind of Employees You Supervised

Detailed Description of Relevant Work Duties: *(Please Do Not Attach Position Description.)*

EXPERIENCE AND QUALIFICATIONS STATEMENT FOR POSITION VACANCY

Part III. Education, Training, and Self-Development Relevant to Position Vacancy: Include all formal education and also training relevant to the announced position such as formal education successfully completed through college, trade, or vocational school; OPM training courses, CDC training courses, armed forces training. For college courses it is important to include the total semester/quarter hours completed. If the announced position requires specific college course work you must

1. High School Grad or G. E. D. Yes No

2. Name of College or University Attended	Dates Attended		Total Credit Hours Received		Type of Degree Earned
	From	To	Semester	Quarter	

3. Chief Undergraduate College Subjects	No. of Credits Completed		4. Chief Graduate College Subjects	No. of Credits Completed	
	Semester	Quarter		Semester	Quarter

5. Major Field of Study at Highest Level of College Work

6. Other Schools or Training Completed

School or Training Facility	Dates Attended		Title of Course or Subject	Total No. of Hours
	From	To		

Part IV. Awards: List performance and other individual awards or recognition received. They may have been obtained from Federal Government, private industry, or associations, but must be related to the announced position. Include individual awards **DO NOT LIST GROUP AWARDS.**

Year Award Received	Brief description of Award (e.g., for Outstanding Performance for a Specific Suggestion, etc.)	Type of Award (Quality Step Increase, Superior Performance, Suggestion, and/or other (describe))

EXPERIENCE AND QUALIFICATIONS STATEMENT FOR POSITION VACANCY
(Please read instructions carefully before completing)

Part V. Related Outside Activities: Outside activities may include pertinent civic, professional association, welfare, service and organizational activity performed either with or without compensation. List all outside activities in which you have participated and which you believe are relevant to the announced position. Membership alone will not receive credit. Please be specific as to your actual degree of participation and include the amount of time (weekly, monthly, etc.) spent on these activities.

Organizational Activity	Position Held	Date Began and Ended (Month/Year)	Briefly Describe Your Participation Relevant To Position (Unless a Correlation to the Position Exists, No Credit Will Be Given)

Part VI. Certification: You must sign and currently date this application below certifying to the accuracy of the information provided or your application will be returned without further consideration. For CDC employees the Personnel Management Office reserves the right to verify the accuracy of information provided in this application.

"I certify that all the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that falsification of any information on this form may be punishable by fine or imprisonment under U.S. Code Title 18, Section 1001."

Signature _____ Date _____