

PCO-LDP Application Form

Instructions for Applying to the PCO-LDP:

- Completed applications and current resume must be received by close of business on (date TBA) to be considered. Fax all materials to Tim McClung at (202) 408-9674.
- In addition to providing a current resume, candidates must complete the required information on the application form below. Applicants must also obtain their current supervisor's signature approval before submitting the application.
- Applicants should provide 2-3 references.
- Line Office/Corporate Office senior management will review the applications and recommend candidates to interview.
- Qualified candidates will be invited for an interview no later than (date TBA). Interviews and opportunities to shadow the current PCO staffer for 2-3 days to evaluate position duties will follow.
- Selection(s) will be announced by (date TBA).
- There will be a one-week training period overlapping the Line Office's current PCO staffer when the assignment begins. The planned starting date is (date TBA).

Applicant, please complete the following:

Name: _____ Work Phone: _____ Work Email: _____

Series & Grade/Pay Band: _____ Position Title: _____

Position Location: _____

Most Recent Performance Rating: _____

Why you are interested in participating in the PCO-LDP opportunity?

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What specific qualities do you bring to the position that you believe would be beneficial to others in the office?

What training, education, and/or major or minor area of study have you completed that you would like considered in making a selection?

Provide an example of your demonstrated ability to deal with multiple priorities?

How have you demonstrated effective time management and teamwork?

What are your career goals for the next five years?

Applicant's Signature

Date

Supervisor's Signature

Date
