

APPLICATION FOR PROMOTION

Special Notes

- When this application is used in applying for a **recurring** vacancy, it is valid for 5 years. *(Provided you submit a copy of your most recent performance appraisal or a written request to the HRFO each year by July 1 if your last name begins with A-L, or October 1, if your last name begins with M-Z). See FSIS Directive 4335.6.*
- A separate application must be submitted for each **announced** vacancy.

Promotion Application Checklist

After completing your application, use this checklist to enhance your application and to ensure that it receives consideration. Carefully review the checklist before mailing your application to the Servicing Human Resources Office. Your application must arrive on or before the closing/cutoff date. Make sure that you:

- Proofread your application.
- Signed and dated your application.
- Attached a COPY of your most recent performance rating, if you have one.
- Addressed the proper job elements.
- Used only one additional continuation page per element as provided, for a maximum of two **one-sided** pages per element.

For recurring vacancies: In addition to the above, make sure that you:

- Wrote your social security number on the upper right hand corner of all pages of your application.
- Properly indicated your geographic preferences by requesting City, County and State; County and State; or State.

Please keep a copy of your application for your personal records.

INSTRUCTIONS FOR COMPLETING FSIS FORM 4335-1

PART I

(Type or print application legibly in black ink.)

- ITEM 1 Enter last name, first name, and middle initial.
- ITEM 2 Enter home or work telephone number, including Area Code.
- ITEM 3 Enter city and state of official duty station.
- ITEM 4 Enter home address, including zip code.
- ITEM 5 Enter official title of present position and SJ number, if applicable. For example: Consumer Safety Inspector, SJ-517.
- ITEM 6 Enter your present classification series and grade. For example: GS-1862-8.
- ITEM 7 Indicate the month and year entered present grade. DO NOT indicate date of your last within grade in this block.
- ITEM 8 Indicate the series and highest grade ever achieved (on a permanent basis) and dates in that grade. For example: GS 1862-8, 09-95 to 3-99.
- ITEM 9 Enter the title and grade of the position for which you are applying, e.g., Consumer Safety Inspector, GS-9.
- ITEM 10 For announced vacancies, enter the number shown on the vacancy announcement. For recurring vacancies, enter Recurring.
- ITEM 11 For inspector recurring vacancies, check the type of position for which applying. (You must submit a separate application for each type of position)
- ITEM 12 Enter your location preferences, if applying for a recurring vacancy or an announced vacancy with multiple locations.
- NOTE:** For recurring vacancies, consideration will be restricted to the smallest geographic unit indicated in item 12. For example, if you indicate Louisville, Jefferson County, Kentucky, you will only be considered for vacancies in Louisville, Kentucky. Indicate Jefferson County, Kentucky, if you want to be considered for all locations in that county. By indicating Kentucky, you will be considered for all locations in that state.
- ITEM 13 Enter the name of your current supervisor and two previous supervisors who have knowledge of your qualifications for this position.
- ITEM 14 Enter current and previous supervisors' work telephone number(s), including Area Code.
- ITEM 15 Enter dates they were your supervisor.
- ITEM 16 Sign here.
- ITEM 17 Enter current date.

PART II

Use this part to describe awards you have received. Make sure all entries are legible.

PART III

Part III of this application form is designed for you to specifically describe the experience, education, training, and outside experience you have had related to each job element. You should list each job element in Part III. We ask you to accurately and briefly describe the specific tasks you have performed, education and training completed, etc., that reflect your knowledge, skill, or ability related to each job element. Please avoid using job titles only. Answers may be verified against information in your official personnel folder and by contacting previous supervisors.

Under each entry for experience, training, etc., give the starting and ending dates (*e.g. January 1995 through February 1998*) when work was performed. If applying for a GS-10 inspector position, show total time (*days or hours*) of processing inspection experience and locations where this was performed. If you need further assistance, contact the Servicing Human Resources Office. Remember, it is your responsibility to assure that all information relevant to each job element is accurately described in the appropriate space. You will be rated for promotion based on the information you provide. **Make sure all entries are legible.**

Do not use print smaller than "10 point" on a computer printer or 12 characters per inch typewritten.

You may use 1 continuation page, if necessary, for each job element. Any additional continuation pages will be disregarded. DO NOT WRITE ON THE BACK of the job element or continuation pages. You may furnish all the information requested on 8 1/2 x 11 inch bond paper, but follow the format shown.

PART II - AWARDS (To be completed by applicant)

List all awards you have received. Specify type (*letter of commendation, cash, quality step increase, other*), month/year received, job element to which it relates (*if appropriate*), and basis for award. List awards in descending date order, beginning with your most recent award.

TYPE OF AWARD	MONTH / YEAR	JOB ELEMENT TO WHICH IT RELATES, IF	BASIS FOR AWARD

PART III - JOB ELEMENT (To be completed by applicant)

1. JOB ELEMENT _____ : (Include the letter of the job element, as indicated in the vacancy announcement **and** the actual description of the element)

2. WORK EXPERIENCE: Describe the tasks you have performed which demonstrate your knowledge, skill, or ability, related to this element. Include dates performed, position title, series, grade level, location, and SJ Number, if applicable. *(If applying for a GS-10 inspector position, indicate the total time of processing inspection experience (days or hours) and location where this was performed.)*

3. EDUCATION / TRAINING: List all courses successfully completed related to this element. Indicate type of course and school or place taken [*high school, trade school, college, correspondence, FSIS training or other (specify)*], length of course and date (*month/year*) course completed.

4. OUTSIDE EXPERIENCE: Describe tasks you have performed through volunteer service, hobbies, community activities; related to this element. Indicate locations and dates (*month/year*).

CONTINUATION SHEET

Please indicate in the blank space provided the letter (*A, B, C, etc.*) of the job element you are addressing. Also, clearly indicate which aspect of the job element (*work experience, education/training or outside experience*) you are addressing.
(Sample: Job Element A, Work Experience).

JOB ELEMENT _____ :

PART III - JOB ELEMENT (To be completed by applicant)

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2. WORK EXPERIENCE: Describe the tasks you have performed which demonstrate your knowledge, skill, or ability, related to this element. Include dates performed, position title, series, grade level, location, and SJ Number, if applicable. *(If applying for a GS-10 inspector position, indicate the total time of processing inspection experience (days or hours) and location where this was performed.)*

3. EDUCATION / TRAINING: List all courses successfully completed **related to this element**. Indicate type of course and school or place taken [*high school, trade school, college, correspondence, FSIS training or other (specify)*], length of course and date (*month/year*) course completed.

4. OUTSIDE EXPERIENCE: Describe tasks you have performed through volunteer service, hobbies, community activities; related to this element. Indicate locations and dates (month/year).

CONTINUATION SHEET

Please indicate in the blank space provided the letter (*A, B, C, etc.*) of the job element you are addressing. Also, clearly indicate which aspect of the job element (*work experience, education/training or outside experience*) you are addressing.
(Sample: Job Element A, Work Experience).

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2. WORK EXPERIENCE: Describe the tasks you have performed which demonstrate your knowledge, skill, or ability, related to this element. Include dates performed, position title, series, grade level, location, and SJ Number, if applicable. (If applying for a GS-10 inspector position, indicate the total time of processing inspection experience (days or hours) and location where this was performed.)

3. EDUCATION / TRAINING: List all courses successfully completed related to this element. Indicate type of course and school or place taken [high school, trade school, college, correspondence, FSIS training or other (specify)], length of course and date (month/year) course completed.

4. OUTSIDE EXPERIENCE: Describe tasks you have performed through volunteer service, hobbies, community activities; related to this element. Indicate locations and dates (month/year).

CONTINUATION SHEET

Please indicate in the blank space provided the letter (*A, B, C, etc.*) of the job element you are addressing. Also, clearly indicate which aspect of the job element (*work experience, education/training or outside experience*) you are addressing.
(Sample: *Job Element A, Work Experience*).

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2. WORK EXPERIENCE: Describe the tasks you have performed which demonstrate your knowledge, skill, or ability, related to this element. Include dates performed, position title, series, grade level, location, and SJ Number, if applicable. **(If applying for a GS-10 inspector position, indicate the total time of processing inspection experience (days or hours) and location where this was performed.)**

3. EDUCATION / TRAINING: List all courses successfully completed related to this element. Indicate type of course and school or place taken [*high school, trade school, college, correspondence, FSIS training or other (specify)*], length of course and date (*month/year*) course completed.

4. OUTSIDE EXPERIENCE: Describe tasks you have performed through volunteer service, hobbies, community activities; related to this element. Indicate locations and dates (month/year).

CONTINUATION SHEET

Please indicate in the blank space provided the letter (A,B,C, etc.) of the job element you are addressing. Also, clearly indicate which aspect of the job element (work experience, education/training or outside experience) you are addressing.
(Sample: Job Element A , Work Experience).

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1. JOB ELEMENT _____ : (Include the letter of the job element, as indicated in the vacancy announcement and the actual description of the element)

2. WORK EXPERIENCE: Describe the tasks you have performed which demonstrate your knowledge, skill, or ability, related to this element. Include dates performed, position title, series, grade level, location, and SJ Number, if applicable. (If applying for a GS-10 inspector position, indicate the total time of processing inspection experience (days or hours) and location where this was performed.)

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CONTINUATION SHEET

Please indicate in the blank space provided the letter (A,B,C, etc.) of the job element you are addressing. Also, clearly indicate which aspect of the job element (*work experience, education/training or outside experience*) you are addressing.
(Sample: *Job Element A , Work Experience*).

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2. WORK EXPERIENCE: Describe the tasks you have performed which demonstrate your knowledge, skill, or ability, related to this element. Include dates performed, position title, series, grade level, location, and SJ Number, if applicable. *(If applying for a GS-10 inspection position, indicate the total time of processing inspection experience)*

3. EDUCATION / TRAINING: List all courses successfully completed **related to this element**. Indicate type of course and school or place taken [*high school, trade school, college, correspondence, FSIS training or other (specify)*], length of course and date (*month/year*) course completed.

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CONTINUATION SHEET

Please indicate in the blank space provided the letter (A,B,C, etc.) of the job element you are addressing. Also, clearly indicate which aspect of the job element (work experience, education/training or outside experience) you are addressing.
(Sample: Job Element A , Work Experience).

JOB ELEMENT _____ :
