

POSITION APPLICATION

**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**

<p style="text-align: center;">This is official notification that I wish to be considered for the position shown in accordance with the Vacancy Announcement shown at right.</p> <p style="text-align: center;">Applicant's Name and Institution</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 60%;">VACANCY ANNOUNCEMENT</td> <td style="text-align: center; width: 40%;">No.</td> </tr> <tr> <td style="text-align: center;">Position Title</td> <td style="text-align: center;">Grade</td> </tr> <tr> <td colspan="2" style="text-align: center;">Position Location</td> </tr> <tr> <td colspan="2" style="text-align: center;">Signature</td> </tr> <tr> <td colspan="2" style="text-align: center;">Date</td> </tr> </table>	VACANCY ANNOUNCEMENT	No.	Position Title	Grade	Position Location		Signature		Date	
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Position Location											
Signature											
Date											

Supervisory Certification	<p><input type="checkbox"/> The recent appraisal of the above employee's potential for promotion, dated _____, is current and valid.</p> <p><input type="checkbox"/> The most recent appraisal of the above employee's potential for promotion is no longer valid. An up-dated appraisal is attached.</p>	
Title of Supervisor	Supervisor Signature	Date

APPLICANT NOTIFICATION

CANDIDATE(S) SELECTED:

Name	Title/Grade	Location

_____ You were rated as "qualified" and included among the "best qualified" group.

_____ You were rated as "qualified" but you were not among the "best qualified" group.

_____ You were rated as "not qualified" because you do not meet time-in-grade requirements.

_____ You were rated as "not qualified" because you do not meet education and/or experience requirements.

_____ This position has been filled in the following manner: _____

_____ Management has decided not to filled this position at this time.

In a competitive promotion there are two factors which govern the consideration an applicant receives. The first involves a judgement of experience and education against the written standard. Therefore, qualified or unqualified is a relatively clear-cut judgement. The second factor involves the comparative ranking of qualified applicants. Thus, the relative position of a single applicant can and does vary depending on the number of applicants and the quality of those applicants. Failure to receive top consideration must be judged in terms of a single job and location and the competition for that job.

Thank you for your application

Title	Signature	Date
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