

APPLICATION FOR PROMOTION OR REASSIGNMENT

INSTRUCTION: *Submit in accordance with the merit promotion announcement (in CO, to the Director, Central Office Human Resources Service (05HRS)).*

Please consider my qualifications as a candidate for the position identified below.

1. NAME OF APPLICANT <i>(Type or print)</i>		2. HIGHEST CIVIL SERVICE GRADE ATTAINED
3. PRESENT ORGANIZATION <i>(Department or staff office, service, division, section, etc.)</i>		4. APPLICANT'S TELEPHONE NO.
5. TITLE OF PRESENT POSITION		6. GRADE OF PRESENT POSITION
7. NAME AND TITLE OF SUPERVISOR		8. SUPERVISOR'S MAIL ROUTING SYMBOL
9. TITLE OF POSITION APPLIED FOR	10. GRADE OF POSITION APPLIED FOR	11. NO. OF PUBLISHED ANNOUNCEMENT
12. SIGNATURE OF APPLICANT		13. DATE <i>(MM/DD/YYYY)</i>

ACKNOWLEDGMENT OF APPLICATION FOR PROMOTION OR REASSIGNMENT

NOTE TO APPLICANT: *If you desire acknowledgment of your application, also complete items 14 through 18.*

14. NAME OF APPLICANT		15. APPLICANT'S MAIL ROUTING SYMBOL
16. TITLE OF POSITION APPLIED FOR	17. GRADE OF POSITION APPLIED FOR	18. NO. OF PUBLISHED ANNOUNCEMENT
19. ACTION ON APPLICATION <input type="checkbox"/> YOU ARE QUALIFIED AND WILL BE INCLUDED IN THE GROUP OF EMPLOYEES TO BE EVALUATED. <input type="checkbox"/> A REVIEW OF YOUR PERSONNEL FOLDER INDICATES YOU DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION. <input type="checkbox"/> OTHER <i>(Specify)</i>		
20. REMARKS		
21. RECEIPT ACKNOWLEDGED BY		22. DATE