

## 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?

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

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

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How have you demonstrated effective time management and teamwork?

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What are your career goals for the next five years?

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Applicant's Signature

Date

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Supervisor's Signature

Date

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