

**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: 70%;">VACANCY ANNOUNCEMENT</td> <td style="text-align: center; width: 30%;">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 |  |
| VACANCY ANNOUNCEMENT   | No.   |                      |     |                |       |                   |  |           |  |      |  |
| Position Title   | Grade   |                      |     |                |       |                   |  |           |  |      |  |
| 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 The most recent appraisal of the above employee's potential for promotion is no longer valid.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 |
|--------------------------|---|----------|
| <input type="checkbox"/> | You were rated as "qualified" and included among the "best qualified" group.                        |          |
| <input type="checkbox"/> | You were rated as "qualified" but you were not among the "best qualified" group.                    |          |
| <input type="checkbox"/> | You were rated as "not qualified" because you do not meet time-in-grade requirements.               |          |
| <input type="checkbox"/> | You were rated as "not qualified" because you do not meet education and/or experience requirements. |          |
| <input type="checkbox"/> | This position has been filled in the following manner: _____  |          |
| <input type="checkbox"/> | 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 |
|-------|-----------|------|