

## APPLICATION FOR PROMOTION OR REASSIGNMENT

*INSTRUCTION: Submit in accordance with the merit promotion announcement (in CO, to the Director, Central Office Personnel Service, 055B).*

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 of 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

AUTOMATED VA FORM 5-4078

## ACKNOWLEDGEMENT OF APPLICATION FOR PROMOTION OR REASSIGNMENT

**NOTE OF APPLICANT:** If you desire acknowledgement of your application, also complete items 11 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

### TO BE COMPLETED BY PERSONNEL

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