





SECTION B (To be completed by supervisor):

Briefly describe applicant's work experience that would relate to the specific position for which he or she is applying. Refer to Work Performance Appraisals. Return form to applicant for information and further comments. Work-related behaviors should also be noted as they have significant impact on performance.

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Supervisor's Signature

Title

Date

Additional comment by applicant. (Applicant may agree or disagree with supervisor's comments, giving reasons therefore, or may simply indicate that comments are noted).

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(To be read by applicant before signing):

I authorize the office that retains my file to submit copies of my training record and Work Performance Appraisals or other related evaluative material contained in my file to the appropriate reviewing officials.

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Applicant's Signature

Date

SECTION C (To be completed by department)

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Service or Office

Date of Application Received

Interview Held

If interview not held, briefly state reasons:

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Signature

Title

Date