

Application for COLLATERAL DUTY - Special Emphasis Program Manager

(Check only one)

American Indian/Alaska Native (AIANP) Special Emphasis Program Manager _____

Asian American Pacific Islander (APIP) Special Emphasis Program Manager _____

Federal Women's Program (FWP) Special Emphasis Program Manager _____

Hispanic Employment Program (HEP) Special Emphasis Program Manager _____

Black/African American Program (BEP) Special Emphasis Program Manager _____

Persons with Disabilities/Disabled Veterans Program (PWD/DVP) _____

Lesbian Gay Bisexual and Transgendered (LGBT) Special Emphasis Program Manager _____

NAME: _____ GRADE/SERIES: _____

TITLE: _____

WORK ADDRESS: _____

WORK PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

Please use separate sheets to:

Provide your work experience (and accomplishments) in the following areas:

- 1. Ability to effectively communicate, remain neutral, and utilize interpersonal skills to provide information, guidance and advice in the areas of equal opportunity, human resources, or both*
- 2. Management skills to plan, develop, and evaluate a program at the national, State, area, or field organizational level*
- 3. Skill in fact finding, analysis, and problem solving to identify barriers to employment as well as to develop and implement program recommendations*
- 4. Describe situations where you have interacted with persons of different occupational levels, cultural backgrounds, etc.*

Additional Statement: *Summarize why you are interested in applying for this position.*

Statement of concurrence from your supervisor:

Applicant's signature

Date

Supervisor's signature

Date