

This is official notification that I wish to be considered for the position shown in accordance with the Vacancy announcement shown at right. _____ Applicant's Name and Institution _____ _____ Signature _____ Date	VACANCY ANNOUNCEMENT	No.
	Position Title	Grade
	Position Location	
	Signature	
	Date	

Supervisory Certification	The recent appraisal of the above employee's potential for promotion, dated _____, is current and valid.
	The most recent appraisal of the above employee's potential for promotion is no longer valid. An up-dated appraisal is attached.

Title of Supervisor	Supervisor Signature	Date
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APPLICANT NOTIFICATION

CANDIDATE(S) SELECTED

Name	Title/Grade	Location
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- You were rated as "qualified" and included among the "best qualified" group.
- You were rated as "qualified" but you were not among the "best qualified" group.
- You were rated "not qualified" because you do not meet time-in-grade requirements.
- You were rated "not qualified" because you do not meet education and/or experience requirements.
- This position has been filled in the following manner:
- Management has decided not to fill 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
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Record copy - employee