

Date \_\_\_\_\_

NAME: \_\_\_\_\_

ANNOUNCEMENT: \_\_\_\_\_

Previous civilian federal employment: Yes\_\_\_No\_\_\_(if prospective employee indicates previous federal civilian employment, **INDIVIDUAL MUST HAVE HAD A BREAK IN SERVICE OF AT LEAST 90 DAYS**) and provide additional information for the Approving Official to determine eligibility)

Previous position, grade and years experience in that position.

Position Title and grade: \_\_\_\_\_

Salary \_\_\_\_\_ Years Experience: \_\_\_\_\_

Requested advanced in-hire rate of GS/WG \_\_\_\_\_ step \_\_\_\_\_

Signature

Selecting Official Name, Grade \_\_\_\_\_

Unit/Title \_\_\_\_\_

Phone Ext \_\_\_\_\_