

APPLICATION FOR COMPETITIVE OR NONCOMPETITIVE PLACEMENT

For use of this form, see Fort Knox Reg 690-5

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 44, U.S. Code, Section 3101; Title 10, U.S. Code, Section 3012; and E.O. 9397.

PRINCIPAL PURPOSE(S): To provide systematic and equitable procedures and methods for consideration, evaluation, ranking and referral for promotions, and related competitive placement actions.

ROUTINE USES: a. Make application for in-service placement.

b. Rate and rank qualifications (experience, training, performance, awards, etc.).

c. Qualifications summary for use in selection process.

DISCLOSURE: Mandatory. Failure to provide information will preclude consideration under the merit promotion and related placement plan.

1. NAME (Last, first, middle): _____

2. SSN: _____

3. VACANCY FOR WHICH APPLYING: _____

(Announcement number, if applicable)

(Pay plan, series, and grade)

(Job title)

4. CLOSING DATE: _____

(Date announcement closes)

5. LOCATION: _____

(Section, branch, division, etc. of vacancy)

6. CURRENT POSITION: _____

(Pay plan, series, and grade)

(Date entered position)

(Job title)

(Location)

7. PERMANENT POSITION (if different from current position): _____

(Pay plan, series, and grade)

(Date entered position)

(Job title)

(Location)

8. PERMANENT WORK SCHEDULE: Full-Time

Part-Time

Intermittent

9. TENURE: Permanent Employee

Term Employee

10. HIGHEST GRADE PREVIOUSLY HELD (must have been on a permanent basis in the competitive service): _____

11. TYPE OF APPLICATION BEING MADE (list or check one):

Merit Promotion

Mandatory Repromotion (Enter retained pay plan, grade, and date demoted) _____

Voluntary Repromotion

Lateral Reassignment

Change to Lower Grade

12. PREVIOUS POSITIONS HELD (if related to position being filled):

(a)

(Pay plan, series, grade, job title, dates held (From - To))

(b)

(Pay plan, series, grade, job title, dates held (From - To))

13. MOST RECENT PERFORMANCE APPRAISAL (rating level and approval date): _____

14. AWARDS RECEIVED: _____

(continue on reverse if necessary)

15. OTHER INFORMATION (education, training, and experience which is pertinent to this position): _____

(continue on reverse if necessary)

APPLICANT'S SIGNATURE (not required if application is submitted electronically)

DATE

16. SUPERVISORY APPROVAL (Only required if application is being made for TEMPORARY or TERM lateral reassignment, or if within 180 days of assignment to a hard-to-fill job.)

SUPERVISOR'S SIGNATURE

DATE

Note: Supervisor's signature indicates concurrence with employee's request.

Cont.

INSTRUCTIONS FOR COMPLETING APPLICATION

1. Use this form for "Limited" or "Expanded" vacancy announcements. Also use it to apply under noncompetitive procedures for lateral reassignment, change to lower grade, voluntary repromotion, or mandatory repromotion. When used under noncompetitive procedures, a specific announcement number is required.
 2. Under "Limited" procedures, the form is not mandatory. Applications may be submitted electronically or typed/handwritten; employees should follow procedures listed on the announcement. If this specific form is not used, your application should contain the same information as shown on the form.
 3. Under "Expanded" procedures, this form is mandatory.
 4. Items requested on the form are explained below:
 1. **NAME:** Self-explanatory.
 2. **SSN:** Self-explanatory.
 3. **VACANCY FOR WHICH APPLYING:** Enter the announcement number if this is an "expanded" announcement; note that "limited" announcements do not have numbers. Also enter the pay plan, series, grade, and job title of the vacancy, as shown on the announcement.
 4. **CLOSING DATE:** Same date as shown on announcement, if applicable.
 5. **LOCATION:** Same information shown on announcement, if applicable.
 6. **CURRENT POSITION:** The pay plan, series, grade, and job title of the position you are currently performing. This may be your permanent/regular job or it may be a temporary promotion, detail, or other position to which officially assigned. The "Date entered position" is the date you were officially assigned to your current pay plan, series, grade, and job title. Location is the name of the section, branch, division, etc., where your position is located.
 7. **PERMANENT POSITION:** Enter the position in which you are permanently assigned; this information is needed only if you are currently on a temporary assignment to a different position or organization as shown in "Current Position" information. The "Date entered position" is the date you were officially assigned to your permanent pay plan, series, grade, and job title.
 8. **PERMANENT WORK SCHEDULE:** Check the block that shows your permanent work schedule.
 9. **TENURE:** Check the block that shows your status/tenure (Permanent or Term Employee).
 10. **HIGHEST GRADE PREVIOUSLY HELD:** If you previously held a higher grade (on a permanent basis in the competitive service) than the grade you now hold (on a permanent basis), enter this information. Also, if you previously held a permanent position that was developmental to a higher grade, even though you never reached the target grade of the position, enter the grade held followed by the words "developmental to" and the target grade of the position. This is used to determine if you are eligible for noncompetitive repromotion to the vacancy.
 11. **TYPE OF APPLICATION BEING MADE:** Check one item. For Mandatory Repromotion applicants, enter the pay plan and grade for which you are still receiving retained pay or grade benefits; also enter the date demoted from this grade.
 12. **PREVIOUS POSITIONS HELD:** This information is optional. If you have additional experience in other jobs that you feel is important to your consideration for this vacancy, you may enter the information here. Note that any information you enter should be substantiated by documents in your Official Personnel File (OPF). If the experience is not from Federal civilian positions, and it is not in your OPF, you should submit an SF-172 or comparable document directly to the CPO to update your OPF.
 13. **MOST RECENT PERFORMANCE APPRAISAL:** The rating level (e.g., Level 1, 2, etc.) and date signed by the approving official.
 14. **AWARDS RECEIVED:** Enter the type and date of any awards you received that you feel are important to your consideration for this vacancy.
 15. **OTHER INFORMATION:** Additional experience or education/training may be entered here, if you feel this information is appropriate. Once again, this information should be substantiated by documents in your OPF; if it is not in your OPF, submit an update to add it. Experience that is not from a Federal civilian position should include the dates you occupied the position and hours worked per week.
- SIGNATURE:** Your signature. If the announcement is for a "limited" vacancy, and electronic submission is being made, a signature is not required.
DATE: Date of signature and submission.
16. **SUPERVISORY APPROVAL:** Your supervisor's signature and approval are required **ONLY** when you are applying for lateral reassignment to temporary or term positions or if within 180 days of assignment to a hard-to-fill job.
 5. **SPECIAL INFORMATION:** The information you supply with this application will be used to make a tentative determination on your qualifications for the vacant position. If you are selected for this position, all information supplied will be verified against your OPF to ensure that pertinent information is documented in the OPF. It is very important that your OPF contain the same information supplied on this application.
 6. **HOW TO APPLY:** (a) If you are applying under a "limited" vacancy announcement within your organization, and desire to be considered for merit promotion, voluntary repromotion, change to lower grade, or lateral reassignment, submit FK FORM 5020-E to the person and location shown on the announcement. (b) If you are applying under an "expanded" vacancy announcement, and desire to be considered for merit promotion, voluntary repromotion, change to lower grade, or lateral reassignment, submit FK FORM 5020-E to the CPAC. (c) If you are applying for mandatory repromotion under noncompetitive procedures, not in response to any specific announcement, submit FK FORM 5020-E to the CPOC.