

<b>INSTRUCTIONS TO EMPLOYEE 1</b> Complete this section & forward through your supervisor.	<b>ARMY &amp; AIR FORCE EXCHANGE SERVICE</b> <b>APPLICATION FOR JOB VACANCY - LN USE ONLY</b>			<b>ANNOUNCEMENT NO.</b> DATE (D MMM YYYY)
	APPLICANT'S NAME	SIGNATURE	LN NUMBER	HOME PHONE NO.
	THRU: (Supervisor's Name and Signature)	BRANCH/OFFICE	PHONE NO.	DATE (D MMM YYYY)
<b>Then Send both copies to your HUMAN RESOURCES OFFICE</b>	<b>PRESENT</b>		<b>VACANCY</b>	
	JOB TITLE	GRADE	JOB TITLE	GRADE
	LOCATION		LOCATION	
<b>Check One:</b> <input type="checkbox"/> I meet all the qualifications in the Job Vacancy Announcement. <input type="checkbox"/> I do not meet all the qualifications in the Job Vacancy Announcement, but in the event the qualifications for the job are lowered, I wish to be considered. <input type="checkbox"/> I have the added qualifications listed below: _____		<b>REQUEST</b> <input type="checkbox"/> TESTING <input type="checkbox"/> RETESTING for <input type="checkbox"/> SHORTHAND <input type="checkbox"/> TYPING		
<b>INSTRUCTIONS TO HRO 2</b> Complete section 2 if employee is referred for interview, mark through block 1 & send TO: if not referred, mark through blocks 1, 2 & 3 & complete	<b>HUMAN RESOURCES OFFICE USE ONLY</b>			
	<b>REFERRAL FOR INTERVIEW</b>		BRANCH/OFFICE	DATE (D MMM YYYY)
	<b>U</b> TO:		This applicant is being referred to you for consideration for the vacancy listed above. A personal interview of the applicant is mandatory. Interviewing appointments may be scheduled by calling _____. Upon completion of the interview, please check the appropriate box below.	
<b>INSTRUCTIONS TO SUPERVISOR: 3</b> Mark through block 2. Complete section 3 & forward <b>TO:</b> _____	<b>INTERVIEWING SUPERVISOR USE ONLY</b>			
	<b>U</b> TO: HUMAN RESOURCES		FROM: SUPERVISOR'S NAME AND SIGNATURE	DATE (D MMM YYYY)
	<input type="checkbox"/> <b>ACCEPTANCE:</b> I have personally interviewed the applicant and accept him/her for the vacancy. <input type="checkbox"/> <b>NON-ACCEPTANCE:</b> I have personally interviewed the applicant but have selected another qualified applicant.			
<b>INSTRUCTIONS TO HRO: 4</b> Mark through block 3. Complete section 4. Retain copy and send original back through employee's supervisor	<b>REPLY TO EMPLOYEE</b>			
	<b>U</b> THRU: (Supervisor's Name & Signature)		BRANCH/OFFICE	DATE (D MMM YYYY)
	<b>U</b> TO: (Employee Name)		BRANCH/OFFICE	DATE (D MMM YYYY)
<input type="checkbox"/> You were accepted for the position. Effective date of promotion/transfer will be _____ Congratulations. <input type="checkbox"/> You were not accepted for the position. Another qualified applicant was selected. <input type="checkbox"/> You were not referred for interview because you were not identified within the Referral Group as one of the top 5 candidates. <input type="checkbox"/> You were not referred for interview because you did not fully meet the Job Description qualifications. <input type="checkbox"/> <b>OTHER: (Please explain)</b> _____				
<b>FOR FURTHER INFORMATION ON HOW YOU CAN BECOME MORE QUALIFIED FOR PROMOTIONAL CONSIDERATION, PLEASE CONTACT YOUR SERVICING HUMAN RESOURCES OFFICE.</b>				
HUMAN RESOURCES MANAGER/ASSISTANT/SUPERVISOR'S NAME AND SIGNATURE				DATE (D MMM YYYY)
<b>INSTRUCTIONS TO SUPERVISOR</b> After signature give to employee.				