

EMCBC Career Leadership Development Program Application Checklist

Name:

Date:

Program to which Applying:

Program Dates:

**Application Packet Inclusions**

**Note: Incomplete Application Packets will be returned to the candidate with no action taken.**

Tab A: Career and Leadership Development Program Checklist;

Tab B: Printed copy of the candidate's current resume created in USAJOBS format;

Tab C: Response to the essay question(s) identified in the announcement for the respective Career and Leadership Development Program;

Tab D: Individual Development Plan (IDP) for current and, if available, the previous year (new candidates may have only current year IDP). If the previous year is not available, there must be a statement under this tab stating why;

Tab E: Most recent and, if available, previous year's performance evaluation; If the previous year is not available, there must be a statement under this tab stating why; and

Tab F: List of completed training courses (Contact OHR for assistance in obtaining a list of completed training courses while employed with DOE);

Assistant Director Acknowledgement

**Assistant Directors: In the space below, please identify any work conflicts which may impact \_\_\_\_\_'s ability to fully participate in this Career and/ Leadership Development Program.**

\_\_\_\_\_  
Assistant Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date