

**Human Capitol Office (HCO) Application for Temporary
Reemployment of IRS Retirees**

Contact Information:

Name _____

Address _____

Day Phone _____

Evening Phone _____

Cell Phone _____

Email Address _____

Retirement Information (Required by OPM)

Date of Birth _____

Date of Retirement _____

Retirement Claim Number _____

Education Information

Highest Education	Year Graduated	Location

IRS Employment History

Title of Last 3 Positions Held (List last to first)	Dates of Position Held (i.e. 1/1/09-12/31/09)	POD (City, State)	Manager Name	Highest Grade/Series held for position (i.e. GS-13-10)	Last Rating Score

Adjudicator/Subject Matter Expert Training and Experience

Please circle the number that best describes your training and experience for each question below:

Decision Making

Which of the following best describes your experience in conducting suitability adjudications or employment pre-screening determinations based upon reports of investigation, fingerprints results, or other pertinent background information?

1. I have not had education, training, or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed it on the job.
3. I have performed this task on the job with close supervision from a supervisor or senior employee.
4. I have performed this task as a regular part of a job independently and usually without review by a supervisor or senior employee.
5. I have supervised performance of this task and/or I have trained others in performance and/or am often consulted by others as an expert for assistance in performing this task.

Information Management

What type of automated systems have you used in the performance of your job duties?

1. Civil Court automated systems
2. County and Federal court automated systems
3. Credit Bureau databases
4. PIPS
5. Internet
- 6 OPM Portal
7. None of the above

Planning and Scheduling

Which of the following best describes your experience in managing an inventory of assignments, tracking the status of each case through completion, organizing the work assigned to you, and monitoring your own progress in completing assigned tasks?

1. I have not had education, training, or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed it on the job.
3. I have performed this task on the job with close supervision from a supervisor or senior employee.
4. I have performed this task as a regular part of a job independently and usually without review by a supervisor or senior employee.
5. I have supervised performance of this task and/or I have trained others in performance and/or am often consulted by others as an expert for assistance in performing this task.

Problem Solving

Which statement best describes your experience?

1. I have experience conducting adjudications or employment pre-screening determinations where I have used logic and problem solving to resolve conflicting or limited information in order to make an appropriate suitability determination. I have resolved complex and difficult adjudication or employment determination scenarios with limited input from my supervisor.
2. I have experience conducting adjudications or employment pre-screening determinations where logic was used to resolve routine issues and where the facts of the case are straightforward. I have resolved adjudication or employment determination scenarios of moderate difficulty with occasional consultation with my supervisor.
3. I have limited experience conducting adjudications or employment pre-screening determinations where logic was needed to resolve minor issues. I normally resolve basic adjudication or employment determination scenarios with minimal input from my supervisor.
4. None of the above.

Self-Management

Which statement best describes your experience?

1. I have experience prioritizing my own work and timelines to ensure schedules and deadlines are met. I take the initiative to seek additional responsibilities.
2. I have experience prioritizing my own work to ensure schedules and deadlines are met.
3. I adhere to goals and deadlines set by supervisors.
4. None of the above.

Writing

Which statement best describes your experience?

1. I have experience composing documents, correspondence, and reports involving technical information, and adapting writing to the audience's level of knowledge. I have proofread or edited reports written by others.
2. I have experience composing documents or correspondence involving non-technical information. I have proofread or edited brief, non-technical writing of others.
3. I have composed documents or correspondence involving simple or routine information. I have proofread my own work.
4. None of the above.

Oral Communication

Which of the following best describes your experience communicating information or instructions to others, including adapting information to the audience's level of knowledge, organizing thoughts, actively listening to others, and clarifying communications?

1. I have not had education, training, or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed it on the job.
3. I have performed this task on the job with close supervision from a supervisor or senior employee.
4. I have performed this task as a regular part of a job independently and usually without review by a supervisor or senior employee.
5. I have supervised performance of this task and/or I have trained others in performance and/or am often consulted by others as an expert for assistance in performing this task.