

Priority Placement List Registration Form

Instructions: This document is to be used for DOI Priority Placement Lists (i.e., CTAP, PRL, RPL). This form will be completed by the Servicing Human Resources Office (SHRO) with input from the employee. The SHRO will keep one copy, and a copy will be provided to the employee. The SHRO will provide this information for update to the applicable Priority Placement Program site. Please refer to Personnel Bulletin 24-03 and the Priority Placement Program site for additional details.

Employee is registering for the following list: CTAP, PRL, RPL

Employee Information

Registrant Name (Last, First, MI)

Last Four Digits of SSN

Home Address

Email Address

Phone Number

Date of Specific Notice of Separation -or- Certification of Notice of Separation

Effective Date of Separation

Eligibility Expiration Date

Tenure Group (1, 2, or 3)

Subgroup (AD, A, or B)

Indian Preference (Yes or No)

SHRO Contact Information (Name, phone number, and email)

Current Employment

Bureau

Job Title

Pay Plan

Series

Grade

Duty Station

Appointment Type (Competitive or Excepted)

Work Schedule (FT, PT, Career Seasonal, Intermittent, or Other – please specify)

Last Annual Performance Rating of Record

Veterans Preference (SSP, TP, CPS, CP, or XP)

Title(s), Series, and Grade(s) of Position(s) for Which Registrant is Qualified and Eligible

(Note: SHROs are expected to assist employees in identifying those positions for which the employee is qualified and interested)

Other conditions under which the employee will accept employment (e.g., grade, occupation, work schedule, temp/term/perm, etc.)

Applicant Signature and Date

HR Signature and Date