

## EXPLANATION OF APPLICATION POSSESSION OF REQUIRED KNOWLEDGE, SKILLS & ABILITIES

NAME:	DATE:	TITLE OF POSITION APPLIED FOR:	ANNOUNCEMENT #:
PRESENT POSITION TITLE/GRADE:		PRESENT SUPERVISOR AND TELEPHONE#	

This supplement is provided to allow applicants to highlight their Knowledge, Skills and Abilities (KSA's) which are applicable to the position for which they are applying. If it is necessary to limit the number of applicants for a position, these KSA's will be used to determine the "Best Qualified". For each KSA shown on the vacancy announcement, please identify below, in the space provided (or on additional paper if needed) how you have either demonstrated the KSA or have shown the potential to acquire them. Give specific examples describing related projects, details, work assignments, outside activities, and the time frames involved with each. You will receive consideration if you do not complete this form; however, you must provide responses to the KSA's listed on the vacancy announcement. Responses must be provided on a clearly identifiable document and format.

**KSA FACTOR #1:**

**KSA FACTOR #2:**

**KSA FACTOR #3:**

**KSA FACTOR #4:**

KSA FACTOR #5:

KSA FACTOR #6:

KSA FACTOR #7:

KSA FACTOR #8:

KSA FACTOR #9:

KSA FACTOR #10: