TIME | THE INSTITUTE FOR MANAGEMENT EXCELLENCE

VA Learning University Program Application

Submit this application to be considered for the TIME Program Pilot (select one of the sessions below):

☐ August 20-24 (St Louis) ☐ December 3-7 (St Louis) ☐ No Preference

Section I: Requirements

For your application to be accepted, you must meet the following eligibility qualifications:

TIME Eligibility Criteria:

- VA Supervisor (First line, Mid-Level, Manager) GS Level 12 or above- (Or Title 38/Hybrid 38 equivalent)
- 3 years VA supervisory experience
- Participation in VA projects or initiatives with elements of innovation and/or change implementation

Application Instructions and Deadlines
Date (month, date, year) – Applicants submit completed application package consisting of: ➢ Complete this application form and email *insert email address* ➢ Narrative ➢ Obtain Supervisory Endorsement – see note below Notes to applicants: • Complete and save the application and narratives • Applications and narratives are submitted electronically via email and are accepted no later than the deadline • Supervisory endorsement is required for participation in the program.

ADVANCE TRANSFORMING POTENTIAL INTO PERFORMANCE

VALU VA LEARNING UNIVERSITY

Section II: Personal Information

Full Name: _____
Last *First* *M.I.*

Home Address: _____
Street Address *Apartment/Unit #*

_____
City and State *ZIP Code*

Home Phone: _____ Alternate Phone: _____

Email Address: _____

Section III: Professional Information

Title: _____Highest Degree Earned: _____ Grade/Step: _____

Supervisor: _____ Department: _____

Work Location: _____ Email Address: _____

Work Phone: _____ Cell Phone: _____

Employment Start
Dates MM/DD/YYYY: _____ _____ _____
With Federal Government *With VA* *With Current Administration*

Section IV: Veteran Status

Are you a veteran: ☐Yes ☐No

Dates of Service: From _____ To _____
(year) *(year)*

Section V: Written Responses

Instructions: 500 words max per question; please reference VA leadership competencies and use specific, detailed examples from your work experience. Please answer both questions.

1) What skills and/or experience do you perceive you need to develop to advance two grade levels above your current position?

Word Count = 0

Section V: Written Responses - Continued

Instructions: 500 words max per question; please reference VA leadership competencies and use specific, detailed examples from your work experience. Please answer both questions.

2) Over the past 12 months name two management skills you have developed and explain the change you've experienced as a result.

Word Count = 0

Section VI: Supervisor Endorsement

To be completed by the applicant's First Level Supervisor

First Level Supervisor Information:

Full Name: _____

Phone Number: _____ Email Address: _____

Would you recommend this applicant for *The Institute for Management Excellence*?

	Highly Recommend	*Recommend*	***Do not Recommend*
	☐	☐	☐
Comments: (Please limit to 250 words)			

Most Recent Performance Rating of Record:

☐ Outstanding	☐ Excellent	☐ Fully Successful	
			First-Level Supervisor Signature

* First level endorsement required even if applicant's direct Supervisor is a Principal; Administrations/Offices are responsible for clarifying the appropriate supervisory/management chain for the leadership endorsements, and for ensuring that administrative procedures/protocol for their particular organization are followed in the endorsement process.

** Comments are required when selecting "Do not recommend"; otherwise, comments are optional.

Section VII: Applicant's Statement

I have read and fully understand the questions asked in this application. I affirm that all answers given by me are true, accurate and complete. I understand and agree that any misrepresentation by me in this application or any other materials submitted by me to VA Learning University's The Institute for Management Excellence (TIME) Program will be sufficient cause for cancellation of this application and/or being disallowed to participate in the program. I give VALU permission to use any information contained in this application to enable the verification of the same. This application is current and considered active for a period of twelve (12) months from the date signed below. At the conclusion of this period, it will be necessary for me to complete and submit a new application.

Applicant's Full Name:

Applicant's Signature: Date: 07/06/2012