

Facilitator Application

POSTING ISSUE DATE: 12/09/2023

POSTING CLOSING DATE: 12/22/2023

Type or Print Legibly ** Note: Facilitators are utilized as needed on a rotation schedule, this is not a Form 50 position.

Name: _____

EIN: _____

Email Address: _____

Job Title: _____

Supervisor: _____

Work Location & Zip Code: _____

Work Number (including area code): _____

Personal Number (including area code): _____

Requirements to apply:

- Excellent communication skills
- Excellent attendance record
- Excellent safety record
- No pending discipline or discipline on file
- Trustworthy
- Multitasking skills
- Work without supervision
- Moderate computer knowledge to include Microsoft programs

Application for:

**Check any that apply

- Orientation Proctor (open to all crafts)
- Rural Carrier Academy Facilitator (must be current Rural Carrier)
- Sales and Services Associate Academy Facilitator (must be current SSA)

Note: Immediate Manager or Supervisor Recommendation is required.

List 2 additional references (include phone number with area code and email)

	<u>Name</u>	<u>Phone Number</u>	<u>Email Address</u>
1)			
2)			

Facilitator Application

1) Briefly describe your communications skills and include any training or workshops completed related to communication.

2) List three key strengths you would bring as a facilitator.

3) What is your level of computer knowledge on a 1 to 10 scale with 10 being excellent?

1 2 3 4 5 6 7 8 9 10 (please circle one)

4) Do you have any experience with Microsoft? If so, what programs and provide your level of experience.

5) Please provide additional information you would like to share.

Additional question for Sales, Services Associate (SSA) only

How long have you been an SSA?

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Please email applications by close of business 12/22/2023 to:

Q62KJ0@usps.gov

OR

Mail applications by close of business 12/22/2023 to:

Employee Development
Manager
NC District Office
PO Box 27499
Greensboro NC 27498-9431

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