FIELD & ADMINISTRATIVE SUPERVISORY TRAINING APPLICATION (FAST ACADEMY)

HOUSTON PUBLIC WORKS

Name:	Employee ID:	Date:
Current Position Title:	**Current Supervisor:**	
Current Work Location (address):	**Current Pay Grade:**	**Years with HPW:**
Mobile Number:	**Work Email:**	
Work Number:	**Personal Email:**	

EXPERIENCE

List your current job duties:

List all positions held with the City of Houston:

What positions are you seeking in your next step of advancement?

What skills and experiences do you have that have prepared you for the next level?

EDUCATION

☐ **High School Diploma/GED**
☐ **Some College - Hours completed_____**
☐ **Associates Degree**
☐ **Bachelor's Degree**

Are you presently enrolled in a college or university?

If you have graduated from a college or university, complete the following:

Name of University:

Degree/Major: **Date of Completion:**   /   /

List any additional training you have received within (or outside) the City of Houston:
(Example: Tools for Success or training at the Learning & Development Center)

List all certifications and special licenses:

What is your computer skill level?	**Have you used any of the following software?**
Please check one of the following:	*Please check all that apply:*
__ None	__ MS Word Level - I, II, or III (Circle One)
__ Basic Level	__ MS Excel - I, II, or III (Circle One)
__ Intermediate Level	__ MS Power Point - I or II (Circle one)
__ Advanced Level	__ MS Outlook

What kind of training are you looking to receive?

Have you been under probation within the last year *(disciplinary action or disciplinary probation)?*

Probation start date:

TECHNOLOGY

Do you have access to a computer, laptop, tablet *(Please specify)?*
Do have access to a web-based camera with audio *(Y or N)?*
Have you taken any web-based training *(Y or N)?*
Have you attended meetings via MS Teams *(Y or N)?*
Do you have full access to your city issued Outlook email account *(Y or N)?*

By signing this application, I certify that I am fully aware that submission does not guarantee participation in the respective program. I must meet all eligibility requirements for advancement to assessment testing. I must then pass assessment test phase to receive consideration for program acceptance. Program acceptance doesnot guarantee any position or supervisory role.

_____   _____
Applicant Signature   Date

* All placement testing and human resources reviews will be kept confidential between applicant, Field & Administrative Supervisory Training Academy Coordinators and the Human Resources Department.