



FIELD & ADMINISTRATIVE SUPERVISORY TRAINING APPLICATION (FAST ACADEMY)

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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 has 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 Completio		
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:		
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What is your computer skill level?	Have you used any of the following software?	
Please check one of the following: None	Please check all that apply: MS Word Level - I, II, or III (Circle One)	
Basic Level	MS Word Level - 1, 11, of 111 (Circle Offe) MS Excel - I, II, or III (Circle One)	
Intermediate Level	MS Power Point - I or II (Circle one)	
Advanced Level	MS Outlook	
	-	
What type of training are you looking to receive?		
Have you been under probation within the last year (disciplinary action or disciplinary probation)?		
That's you book and probation within the last your (alcolphinary assert of alcolphinary probation).		
Probation start date:		
TECHNOLOGY		
Do you have access to a computer, laptop, tal	olet (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)?		
Description this continue to a stiff that I am fully		
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		
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	nent test phase to receive consideration for program	
acceptance. Program acceptance does not 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