

Candidate Information

Name: _____

Title: _____

Agency: _____

Agency Address: _____

Payroll Title: _____

Employee Reference
Number: _____

Office Telephone #: _____

Email: _____

Fax: _____

Candidate Experience

Please check off the Human Resource functions
that you perform

- Compensation and Benefits
 Payroll/Time Keeping Civil Service
 Training and Development Labor Relations
 General Oversight
 EEO/COSH
 PAR's Discipline Other

Optional Data

Ethnicity: White (not of Hispanic Origin)
Black (not of Hispanic Origin)
Hispanic Asian or Pacific Islander
American Indian or Alaskan Native

Agency Approval

I understand that participation in the APO Master Class
will require a time commitment of one day per week
(generally from 9:00 am-5:00 pm) during the winter and
spring of 2009. This candidate has my support and
release to fully participate if he or she is selected to
participate in the program

**Please note: Your agency will be assessed \$500.00 for each
Manager selected to participate in the APO Master Class**

APO Signature: _____

Date: _____

Agency Personnel Officer (APO) Master Class

***An Executive Development
Program of Professional Practice***

Application Form

***Application Deadline:
February 13, 2009***

***Program Dates:
February – April, 2009***

Candidate Experience

Instructions: Please complete both sides of the application. Questions should be answered in the space provided.

Have you participated in the Human Resource Management (HRM) Certificate Program (offered in cooperation with the Society for Human Resource Management and Pace University)?

Yes No I am planning to attend the next session

A. What is your direct personnel function within your agency? Explain the basic responsibilities of your HR position.

B. How will participation in the Agency Personnel Officer Master Class help you in your current position? What content areas are most important to you?

I understand that participation in the Agency Personnel Officer Master Class will require a time commitment of one day per week (generally from 9:00 a.m.-5:00 p.m.) during the winter and spring of 2009. If selected to participate in the Agency Personnel Officer Master Class, I will, to the best of my ability, make the commitment to attend all sessions.

Candidate's Signature: _____ **Date:** _____

**For further information please contact:
Citywide Organizational and Executive Development Programs,
1 Centre Street, Room 2445, NY, NY 10007. Phone 212-669-3615**