



# The Emerging Talent Program Application

Last Name, First Name, Middle Name (optional)

Organization (IC/Division/Branch):

Pay Plan | Series | Grade:

Position Title:

Email Address:

Office Phone:

*Please include a minimum of one reference:*

Reference 1 (Supervisor, Team Lead, Mentor, Other):

Reference 2 (optional):

Name (Last, First)

Name (Last, First)

Relationship to Candidate:

Relationship to Candidate:

Email Address:

Email Address:

Phone Number:

Phone Number:

**Purpose Statement:**

Kindly describe what attracts you to explore the Emerging Talent Program (ETP). Feel free to highlight how you envision this program contributing to your career growth and any relevant experiences or skills you possess that you believe align with this opportunity. (800 character max)

## TERMS OF ENGAGEMENT:

### **For the Employee:**

As an accepted participant in the Emerging Talent Program, I commit to ensuring punctuality for all training sessions and arriving adequately prepared. I will meet established deadlines and proactively manage work transitions before training dates. Additionally, I understand the importance of maintaining focus during sessions and will refrain from multitasking to optimize the learning experience. To ensure seamless continuity, I will work with my supervisor to identify coverage plans for my responsibilities during training periods. I am committed to proactive communication with my supervisor, providing advance notice of engagement dates, and arriving fully prepared and engaged.

### **For the Supervisor:**

As a supervisor of an employee participating in the Emerging Talent Program, I acknowledge and respect their dedicated commitment to this developmental opportunity. I will make every effort to refrain from assigning additional work that would compromise my employee's successful participation in their training sessions. I understand the significance of uninterrupted focus during training and will only contact the employee for critical support or emergencies. Moreover, I am committed to advocating for their development, ensuring they have the necessary resources and support to leverage this learning experience for their professional growth.

Employee:

Supervisor: