

# OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

<b>1</b> Job title in announcement Regional Small Business Supervisor	<b>2</b> Grade(s) applying for GS-1001-12/13	<b>3</b> Announcement number GSA-7680-1234
<b>4</b> Last name ROBERTSON	First and middle names John James	<b>5</b> Social Security Number 234-76-0000
<b>6</b> Mailing address 4035 Dale Ranch Road		<b>7</b> Phone numbers (include area code) Daytime (234) 234-0000 Evening (545) 566-0080
City Duncanville	State TN	

## WORK EXPERIENCE

**8** Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions.

1) Job title (if Federal, include series and grade)

Co-Owner

From (MM/YY) 11/89	To (MM/YY) Present	Salary \$ 156,000	per year	Hours per week 80 plus
Employer's name and address Craft Rentals of the World, L.L.C. 19902 Alantic Boulevard; Jacksonville, Florida			Supervisor's name and phone number Self-Employed (545) 566-0080	

Describe your duties and accomplishments

## Summary

As the **Co-Owner** of a rental business I jointly oversaw the daily operations to ensure profitability and maximize operational efficiency. The ownership involved the review of all management, accounting, personnel, financing and banking functions and relationships. I largely developed the internal control monitoring systems designed to track the company's performance through executing **Quality and Results-Oriented Solutions**. The business success was in part due to my ability to establish relationships of collaborative effort with key Financial and Banking Executives. I exerised the planning prowess and had an Eye for Excellence in developing the business initiatives which resulted in significant revenue growth and success. As with every successful operation, I focused on listening to the needs of the client in order to deliver products and services that met and surpassed customer expectations. Additionally, I jointly lead the sales team to identify new business opportunities and "Close the Deal".

## Duties and Responsibilities

### Leadership

- Conducted sales motivational meetings

### Contract Negotiations

- Negotiated office lease for the company

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## Work Experience Continuation

ROBERTSON, John James  
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08-19-2003

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- Negotiated the purchase of office computers and electronic installation, credit card processing installation, and motorcycle accessories
- Acquired discounted pricing on motorcycle accessories for store clients in excess of **\$75K**

### Inventory Control

- Ordered and purchased the daily, weekly and monthly office and shop supplies such as motorcycle rental forms, pens, pencils, invoice forms, maintenance repair form, adding machine tapes, computer papers and ink supplies

### Policy Planning and Operations

- Planned, developed and established policies and objectives for business operation
- Conferred with company staff to plan business objectives, develop organizational policies and establish responsibilities and procedures
- Revised objectives and plans in accordance with current conditions

### Finance

- Arranged financing for the purchase of **twenty-three (23)** motorcycles and maintenance shop equipment valued at about **\$150,000**
- Reviewed activity reports and financial statements; determines progress and status
- Directed and coordinated the formulation of financial programs to provide funding for new or continuing operations to maximizes returns on investments (ROI), and to increase productivity
- Oversaw all **Cash Management** functions including daily balance summaries and reconciliation, sales, bank deposits and petty cash expenditures

### Public Relations

- Planned and developed **labor and public relations policies** designed to improve business image and relations with customers, employees, financial officers, and the public

### Human Resources

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## Work Experience Continuation

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- Performed **Human Resources** functions such as hiring decisions and discharging of personnel
- Evaluated performance of personnel for compliance with established policies and objectives of operation and contributions in attaining objectives
- Authorized pay and salary increases and set the scale for sales commissions in accordance to industry and market standards

### **Training and Development**

- Worked side by side with Management and Sales staff to build employee morale

### **Employee Relations**

- Maintained an **Open Door Policy** for Management staff and workers
- Rolled up sleeves to help the team

9 May we contact your current supervisor? YES  NO  ▶ If we need to contact your current supervisor before making an offer, we will contact you first.

**EDUCATION**

10 Mark highest level completed. Some HS  HS/GED  Associate  Bachelor  Master  Doctoral

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

Southside High School, Memphis, Tennessee 38765

12 Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

Name	Total Credits Earned		Major(s)	Degree - Year (if any) Received
	Semester	Quarter		
1) University of Memphis			Business & Marketing	B.S. 2002
City: Memphis State: TN ZIP Code: 38765				
2)				
3)				

**OTHER QUALIFICATIONS**

13 **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send documents unless requested.

**Awards and Honors**

- **Employee of the Year** - 5xs, 1995-1999
- **Employee of the Quarter**, 4 consecutive times in 2002
- **Employee of the Month**, 10 consecutive months, 2001
- Set the company record for **High Sales Volume**, 2000

**Languages**

- **Bilingual:** Fluent in English and Spanish

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**GENERAL**

14 Are you a U.S. citizen? YES  NO  ▶ Give the country of your citizenship. \_\_\_\_\_

15 Do you claim veterans' preference? NO  YES  ▶ Mark your claim of 5 or 10 points below.

5 points  ▶ Attach your DD 214 or other proof. 10 points  ▶ Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

16 Were you ever a Federal civilian employee? Series Grade From (MM/YY) To (MM/YY)  
 NO  YES  ▶ For highest civilian grade give: \_\_\_\_\_

17 Are you eligible for reinstatement based on career or career-conditional Federal status?  
 NO  YES  ▶ If requested, attach SF 50 proof.

**APPLICANT CERTIFICATION**

18 I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I **understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I **understand** that any information I give may be investigated.

**SIGNATURE**

**DATE SIGNED**

**Question 13 - Other Qualifications**

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**Specialized Training**

- Marketing & Negotiation
- Services & Contracts
- Tony Robbins Training
- Dale Carnegie Sales Training
- Effective Communications
- L.E.A.D.S. Training

**Professional Affiliations**

- Chairperson, Y.M.C.A. Board of Directors
- Board Member, Cystic Fibrosis
- Board of Directors, Helping Hands of Tennessee
- Member, N.A.A.C.P.
- University of Memphis Alpha Phi Alpha
- National Honor Society

**Computer Skills**

- **Operating Systems:** Windows 3.1x, Windows 95/98/00/ME
- **Software Applications:** Microsoft Word, Works, Excel, Lotus, Corel WordPerfect, Peachtree Accounting
- **Other:** Email (Outlook and Exchange); Internet Explorer (Access and Navigation)