

Application for Rural Academy Ad-Hoc Instructor Position

Please complete parts A and B (including additional page(s) for addressing requirements) and submit by the closing date to:

Kathy Hale
LD & D Specialist
Portland District
7007 NE Cornfoot Rd Dept. 450
Portland, Or. 97138-9301
971-201-3368
Email Kathleen.M.Hale@usps.gov

A. Please provide the following information.

(FIRST NAME) _____ (MI) ____ (LAST NAME) _____

HOME ADDRESS _____

CITY _____ STATE ____ ZIP _____

EIN (8-Digit Employee ID Number) _____

Home or Cell Number: _____

Work Number: _____

WORK/OFFICE LOCATION: _____

YEARS AS REGULAR RURAL CARRIER: _____

TOTAL YEARS IN THE RURAL CARRIER CRAFT: _____

B. Please use additional paper to describe your Qualifications/Requirements.

Provide a brief description of your experience, education, or training as they relate to each of the following requirements.

1. Knowledge of principles, methods, and practices of adult education and training.
2. Ability to maintain a safe working environment by following established working processes and procedures.
3. Ability to condense and simplify complex information and communicate clear oral and written instruction.
4. Ability to instruct adults with varied backgrounds and levels of experience in complex subjects.
5. Ability to plan and schedule activities, manage time, and meet deadlines sufficient to manage a classroom.
6. Ability to counsel others to improve individual performance.
7. Ability to stimulate interactive discussion and create an engaging environment sufficient to facilitate learning.