# DOI FIRES - APPLICANT CONTACT FORM

***This form must be completed by the Selecting Official or Human Resources POC, and uploaded to the respective Certificate of Eligibles with appropriate documentation (Ex: email, letter sent, additional phone calls, etc.) Please refer to the DOI FIRES SOPS for further information.***

**Applicant's Full Name:** _____
**Certificate Number:** _____
**Duty Location:** _____

## Declination from Further Consideration

Annotate the reason for declination. Be as specific as possible. *(**Note**: Only the applicant may decline.)*:

## Failure to Respond

**A. Method of contact (select one):**

☐ **E-mail** ☐ **USPS** ☐ **Other Express Mail (e.g.: FedEX, UPS)** **Date Sent:** _____

Correspondence must instruct applicants to respond by a specific date if they wish to be considered for the position, and must state that failure to respond by a given date will be deemed a declination from consideration. A timely response when the applicant responds to the notice from the Agency is considered to have been met if the applicant responds within the following timeframes: **3** business days if sent by email; **10** business days if sent by USPS regular mail; and **5** business days if sent by overnight/express mail.

**-AND/OR-**

**B. Method of contact:** ☐ **Telephone**

If you are contacting the applicant by telephone, you should make a "good faith effort" to speak to the applicant by making a **minimum of 2 calls** (ex: different times of the day, on multiple days). Be sure to call all numbers listed on the application. Document specific instances below, showing results. Family member(s) or other(s) may not speak on behalf of any applicant.

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|---|---|---|---|
| **Date:** | | **Result:** | |
| **Time:** | | | |

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|---|---|---|---|
| **Date:** | | **Result:** | |
| **Time:** | | | |

## POC Information

_____ _____
Signature of Selecting Official **or** HR POC: Date:

_____ _____
Selecting Official's **or** HR POC's Full Name & Title Email Address