**INTERNAL VACANCY APPLICATION FORM**

*This form must be completed when applying for any advertised internal vacancy within National Ambulance*

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| **Section 1: Vacancy Details** | | | |
| **Vacancy Position:** |  | **Vacancy Reference:** |  |
| **Section 2: Employee Details** | | | |
| **Employee Name:** |  | **Employee No:** |  |
| **Current Department/Project:** |  | **Date joined Company:** | (day/month/year) |
| ***Eligibility Criteria:***  *Applications will only be accepted from candidates that have:*   * *Successfully completed probation* * *Experience within the contract / project* * *No disciplinary within the past 12 months* * *Meeting expectation or higher in last performance review* | | | |
| ***Employee suitability for position:***  ***Please outline why you are suitable for the position referencing your skills and experience to the criteria detailed in the vacancy advertisement and position description (attach supporting documentation as required):*** | | | |
|  | | | |
| **I certify that all information is true and accurate:** | | | |
| **………………………………………..…….(Employee’s Signature)** | | | **………………………….(Date)** |
| **Print or scan the signed form and forward to your line manager for completion with a copy to Recruitment** | | | |
| **Section 3: Comments by employee’s manager:**  ***Does the employee meet the eligibility criteria and do you support the application?*** | | | |
|  | | | |
| **………………………………………..…….(Manager’s Signature)**  **………………………………………………(Print Name)** | | | **………………………….(Date)** |
| **Print or scan the signed form and forward to Recruitment. If hard copy then form is to be date stamped by Recruitment** | | | |

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| **Section 4: To be completed by Recruitment** | | |
| **Does the applicant meet the Eligibility Criteria?** | **Yes** | **No** |
| *If* ***No*** *why:* | | |
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| **Is candidate shortlisted for an interview?** | **Yes** | **No** |
| **Is the candidate suitable for the position?** | **Yes** | **No** |
| **Candidate advised whether shortlisted or not:** | **Date:** |  |
|  | | |
|  | | |
|  | | |
| **……………………………………………………………..(Recruitment Signature)** | | |
|  | | |
| **……………………………………………………………..(Print Name)** | | |
| **Once recruitment process completed to be filed on employee’s personal file.** | | |