**Internal Openings: Steps for Applying**

[Company Name] is dedicated to assisting employees in pursing their professional goals by offering promotion and transfer opportunities when available. Employees seeking internal job opportunities should consult the [Human Resources Department] and [employee break areas] for a list current openings. Internal candidates will be asked to complete an application form and will be required to go through the regular interview and pre-hire procedures.

**To apply for an opening:**

1. **The following eligibility requirements must be met:**

* You are a current, regular full- or part-time employee.
* You have been in your current position for at least six months. *Note:* Exceptions to the six-month requirement can be made by your current supervisor, consistent with business needs.
* Your performance meets company standards.
* You meet the qualifications listed on the job posting.

1. **Complete the attached Internal Job Application form**
2. **Obtain your current supervisor’s signature on the application form**
3. **Submit the Internal Job Application to the [Human Resources Department]**
4. **Candidates who are qualified will scheduled for an interview**

**Internal Job Application**

|  |  |
| --- | --- |
| Name |  |
| Date |  |
| Phone (Personal) |  |
| Phone (Work) |  |
| Date of hire |  |
| Current Department |  |
| Current Position |  |
| Posted Position |  |

|  |
| --- |
| **Reason for seeking new internal opportunity:** |
| **Experience:** Please describe your qualifications, background and experience that make you a good candidate for this position. (Attach additional pages if necessary.) |
| **Educational Background:** Please describe your educational background including majors, minors, and special areas of study. |
| Highest Degree Earned: |
| School: |
| **List work-related training and certifications:** |

**Please attach Resume**

**PLEASE READ CAREFULLY BEFORE SIGNING:**

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company’s employ.

Employee Signature:

Date:

Supervisor Signature: