



Internal Application Form

Employee Name: _____ Current Position: _____

Department: _____ Immediate Supervisor: _____

Position Applying For: _____

1. Please state the reason(s) that you are interested in the position:

2. Please indicate the specific skills, experience or education which qualify you for this position.

*Employee must be employed at the University a minimum of twelve (12) months or have held current position a minimum of twelve (12) months to be eligible to apply for a position. All staff are **required**, as a matter of professional courtesy, to inform their current supervisor of desire to change jobs, prior to officially applying for the new position.*

By signing below I affirm that all information is true and accurate to the best of my knowledge. I also acknowledge that I have informed my immediate supervisor about my intentions to pursue this opportunity. I understand that false or misleading information given on my application or during my interview(s) may result in termination of employment.

Employee Signature: _____ Date: _____

Please submit this application to University Human Resources along with an updated copy of your resume.