

WOODBIDGE GROUP

JOB POSTING APPLICATION - INTERNAL

To be completed by the employee, counter-signed by the employee direct supervisor, then returned to Woodbridge Group by the job-posting deadline. All answers should be printed or typed. Additional pages permitted.

Employee's Name _____ Job Posting # _____

Address: _____

Posted Job Title _____

Location of Posted Job _____

Your Current Position _____

Length of Time in Current Position _____

Current and prior work experience and/or education that you feel qualifies you for the posted job.

What are your skills and accomplishments that are related to the posted job?

Please state why you believe you should be considered for this posted job.

To be eligible to apply for a posted position, employees must have performed competently for at least ninety (90) calendar days in their current position and have a satisfactory ninety (90) day performance evaluation. Please note: (a.) Employees who have a written warning on file, or are on disciplinary probation or suspension are not eligible to apply for posted job positions. (b.) Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications. (c.) An employee hired for an opening through the job posting system will be expected to remain in the new position for six (6) months before applying for another job posting position.

I am eligible and would like to apply for this open employment position:

Employee Signature _____ Date _____ Wk Phone _____

Supervisor Signature _____ Date _____ Wk Phone _____

Date Received at Woodbridge Group _____ Time Received _____ Received by: _____