

## INTERNAL JOB APPLICATION

*The Town of Eagle is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

---

**Position(s) Applied For**

**Date:**

---

**Current Position:**

**Current Department:** **Current Supervisor:**

---

**Last Name**

**First Name**

**Middle**

---

**Address  
Code**

**City**

**State Zip**

---

**Telephone Number:**

**Date of  
Hire:**

**PLEASE RESPOND TO THE FOLLOWING QUESTIONS:**

Can you perform the essential functions of this job with or without reasonable accommodation? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

YES

NO

Describe your current qualifications for the position including education, skill, abilities, work habits and work experience (attach resume if applicable):

Explain why you are applying for this position:

By signing below you signify that all information contained above is accurate, that you have read the job description and you understand, are able and willing to perform the functions and duties of that position. Your current supervisor must approve of any job application by signing below.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of Application:**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

-----*For Human Resources to complete*-----

Date internal candidate application received: \_\_\_\_\_

Was internal candidate interviewed: \_\_\_\_\_

Was internal candidate hired: \_\_\_\_\_

If no, why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Lynette Horan, HR Manager