

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