

**INTERNAL BID** **EMPLOYEE:** Internal Bid WILL NOT be accepted unless your portion

For Posted Job Openings of this form is filled in COMPLETELY.

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| --- | --- | --- |
| Employee Name:      | Work Phone Number:      | Date:      |
| Present Job Title:      | Supervisor:      | Division:      |
| Length of Service:       Years       Months  | Time in Present Position:      Years       Months |
| I wish to be considered for: | Job Title:       |

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| List any past experience, study or training you have had which relates to this position:      |

Attach resume and/or additional information.

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| List any course of study or training which you are currently pursuing which relates to this position:      |

|  |  |
| --- | --- |
| Employee’s Signature:  | Supervisor’s Signature: |
| Date received by Human Resources:       | Received by: |

**TO BE COMPLETED BY HIRING SUPERVISOR**

You must give reason for EITHER hiring or rejecting, then return form to Human Resources.

 [ ]  HIRED Job filled on       Applicant starts work on       [ ]  REJECTED

 REASON:

 Hiring Supervisor’s Signature:

|  |  |
| --- | --- |
| Date received by Human Resources:       | Received by: |