

**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: |