



**INTERNAL EMPLOYMENT APPLICATION**

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name: \_\_\_\_\_

Current Department: \_\_\_\_\_

Current Position: \_\_\_\_\_

How long have you been in your current department/position? \_\_\_\_\_

Position applying for: \_\_\_\_\_

**JOB RELATED INFORMATION**

What are your reasons for wanting to make a job change?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your qualifications for the position you are applying for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information which would be helpful in considering your application (i.e., training or additional education):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

### **PREVIOUS POSITIONS HELD AT SAINT MARY'S COLLEGE (if any):**

Position: \_\_\_\_\_ Department \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Position: \_\_\_\_\_ Department \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Position: \_\_\_\_\_ Department \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

### **PREVIOUS EMPLOYERS**

Company: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### **Additional Comments:**

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*"The promotion, transfer, and filling of temporary openings are based on an employee's qualifications, including ability to perform the work and service and are considered in a manner consistent with our Catholic identity and our non-discrimination policy. To ensure equal opportunity for promotion, the College will post internally the availability of open non-faculty positions so that all interested individuals can be considered."*

