



Internal Job Posting Interest Form

To be eligible to express interest in an internal opening:

- You are a current regular full-time or part-time employee.
- You have been in your current position for at least six months. (Exceptions to this six-month requirement can be made by the Town Manager in conjunction with the department head.)
- Your performance meets established work standards in your current position. (Includes safety, quality, attendance and performance)
- You meet the qualifications listed for the position on the job posting.

Employee Name:	Date:
Position Applied For:	Current Department and Position:
Applicable Skills: (Please list below the skills, knowledge and abilities you possess applicable to this posting)	
Please include any work related training and certifications applicable to position:	
Why do you wish to move to this position?	
<i>My signature below indicates my agreement to contact my current supervisor as a reference.</i>	
Employee Signature:	Date:

(Attach resume if available)