

**APPLICATION FOR PROMOTION OR REASSIGNMENT**

Classified Civil Service

**YOUR NAME:** \_\_\_\_\_

**YOUR PRESENT POSITION:**

Title & Grade \_\_\_\_\_

Work Location, Shift, etc. \_\_\_\_\_

**VACANCY FOR WHICH YOU ARE APPLYING:**

Title & Grade \_\_\_\_\_

Work Location, Shift, etc. \_\_\_\_\_

Have you applied for a vacancy in this title before? \_\_\_\_\_

If so, how many times same shift? \_\_\_\_\_ Other shifts? \_\_\_\_\_

**NOTE:** If we have attachments to a previous application that you would like attached to this one, please fill in the title and approximate date of that application.

Title \_\_\_\_\_ Date \_\_\_\_\_

**YOUR QUALIFICATIONS:** Using this form and any other appropriate attachments, please describe your related background in sufficient detail for a thorough appraisal of your qualifications for this job assignment. Your background of related training, skills and work experience, job performance, attitude, attendance record, and seniority are all considered. If supervision is a responsibility of this job, can you show that you have demonstrated qualities of leadership and acceptance of responsibility? Include any comments that you consider important.

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Signature \_\_\_\_\_ Date \_\_\_\_\_