

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.

Signature _____ Date _____