



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:

“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.”

