

EMPLOYEE APPLICATION FOR TRANSFER OR PROMOTION

Name _____ Office Phone _____

Position _____ Date _____

On a separate sheet, please answer each of the following:

- I. Briefly explain why you are interested in this position, and how the skills and abilities you have so far acquired would make it possible for you to perform successfully in this position.
- II. Describe the work experience you have had before coming to this company. Be sure to include the names of other employers, the dates you worked at each company, and a brief description of each of the jobs you held.
- III. Tell about the jobs you have had since joining this company. Be sure to describe each job you had here, and what your duties have been in each job.
- IV. How have the jobs you have had so far helped to prepare you for the job you are now applying for?
- V. Describe any courses, degrees or training that you have received that have helped to prepare you for the job you are seeking.
- VI. Please feel free to provide any other information that you think is important for this position.