

Internal Job Application Form

Western North Carolina Community Health Services is dedicated to assisting employees to reach their professional goals through internal promotion and transfer opportunities. One of the tools the company makes available to employees in managing their career is internal job postings. This procedure enables current employees to apply for any available positions.

Internal job opportunities are regularly posted on the WNCCHS Web Page. To apply for an opening:

Step 1: Ensure that you meet the following eligibility requirements:

- You are a current employee.
- You have been in your current position for at least six months. (Exceptions to this six-month requirement can be made by human resources consistent with company business needs.)
- You meet the qualifications listed for the position on the job posting.

Step 2: Complete an Internal Job Application form.

Internal Applications are available in Human Resources and on the web page. Attach your resume, if you have one, to the completed application.

Date of Hire: _____

Current Position: _____

Apply Date: _____

Apply Position: _____

Name: _____

Phone #: _____

1. Please describe your qualifications (your background and experience) that make you a good candidate for this position. (Use the back if you need more space.)

2. Describe your educational background including degrees obtained, majors, minors and areas of special interest or study.

3. Highest Grade Level of Education Completed: _____

4. List work-related training and certifications.

5. Why do you wish to change positions?

Employee Signature: _____ Date: _____

Step 3: Submit your completed Internal Job Application to HR.