

Internal Job Application

Employee Name:

Today's Date:

Current Position:

Current Department:

Hire Date:

How Long in Current Position:

Current Supervisor:

Your contact number:

Position Applying For:

Describe your current qualifications for the position including education, skill, abilities, work experience and significant achievements (attach resume if applicable):

Describe why you are applying for this position:

By signing below you signify that all information contained above is true and accurate, that you have read the job posting and that you understand and are able and willing to perform the functions and duties of that position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Note: The supervisor's signature is optional; but be aware that your supervisor may be notified about this application at any point during the selection process.

Submit your application to: Neighborhood House
Attn: Jill Trakarnsilpa, HR Manager
905 Spruce Street, Suite 200
Seattle, WA 98104
Fax: 206.461.3857
Email: jillt@nhwa.org