Internal Position Bid Application

Employee Name: _____	Date of Hire: _____
Current Position: _____	Position Applying For: _____
Current Supervisor: _____	Preferred Method of Contact: _____

Other Positions Held on Campus	Department/Supervisor	Dates of Employment

Highest Education Level: [ ] High School Graduation/ G.E.D [ ] Some College [ ] College Degree [ ] Graduate Degree

Briefly state why you should be considered for this position:

_____
_____
_____
_____

Since your employment with Austin College, have you obtained any new training, education, or technical skills that would be applicable to this position?

_____
_____
_____
_____

I certify that I have read and will comply with the procedures regarding internal applicants. I understand that if I am selected as a *finalist* my supervisor may be contacted for reference purposes, and that my annual performance evaluations, original employment application materials and current job description may also be reviewed prior to making the final hiring decision. I also understand that there may be other applicants, internally and externally, applying for this position and I am not guaranteed to receive an offer.

_____ _____

Employee's Signature Date