



# Help Foundation, Inc.

## Internal Employment Application

**Instructions:** This application must be completed accurately in it's entirety and signed by your current supervisor in order to be considered valid. Fax application to Attention: HR Generalist at (216) 361-2608. Applications received more than 7 days after a position has been posted will only be considered if the position has no other applicants. You may submit a resume with this completed internal application. You will be notified via email if you are not selected .

Employee Name \_\_\_\_\_ Date of Hire \_\_\_\_\_

Current Position \_\_\_\_\_ Current Location \_\_\_\_\_

Current Work Schedule \_\_\_\_\_ Current Supervisor \_\_\_\_\_

Home/Cell Phone Number \_\_\_\_\_ Work # \_\_\_\_\_

Email Address \_\_\_\_\_

**YES NO**

- Have you been in your current position/location for at least 6 months?
- Have you received any disciplinary actions within the last 6 months?
- Have you had more than 2 call offs, incidents of tardy, and or leaving early in the last 6 months?
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### Position You are applying For

Job Title \_\_\_\_\_ Hrs Per week \_\_\_\_\_ Location \_\_\_\_\_

Why do you want to be considered for this position?

What knowledge, experience, skills, abilities education and training do you have that qualifies you for this position

Why should you be selected for this position?

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

I'm aware of the employee's interest in another career opportunity.  I DO  I DON'T RECOMMEND This employee

\*\*\*\*\*FOR HUMAN RESOURCES USE ONLY\*\*\*\*\*

Date Position Posted \_\_\_\_\_ Date Application Received \_\_\_\_\_ Was this person selected? Yes \_\_\_ No \_\_\_

Date of Email Notification \_\_\_\_\_