



INTERNAL JOB POSTING APPLICATION

Knox County Career Center
306 Martinsburg Road
Mount Vernon, OH 43050
740-397-5820
www.knoxcc.org

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT

EMPLOYEE NAME: _____

HIRE DATE: _____

CURRENT POSITION: _____

DATE IN POSITION: _____

POSITION APPLYING FOR: _____

Describe your current qualifications for the position you are applying, including specific education, training, skills, abilities and work experience. (Attach current resume):

What personal qualities would you bring to this position that would benefit Knox County Career Center, and how have you demonstrated those qualities in your current position?

Describe what you have done to improve your performance in your current job and to prepare you for the position for which you are applying.

Describe process improvement activities you have led or in which you have participated to make your work area better:

Please list technical tools / machines / technology / programs, etc. in which you are proficient that are related to this position.

Please indicate why you are interested in this position? (Please be specific.)

Please use this space to provide any other considerations you feel are appropriate to support your application.

EMPLOYEE SIGNATURE: _____

DATE: _____

***** INTERNAL USE ONLY *****

Date Position Posted: _____ Date Application Received: _____

Interview: Yes / No If yes, Date: _____ Interviewed By: _____

Outcome / Comments: _____

