



ROCKY  
MOUNTAIN  
COLLEGE

## INTERNAL JOB APPLICATION FORM

Employee Name: \_\_\_\_\_

Your Current Position: \_\_\_\_\_

Length of time in Current Position: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

1. Please describe your current qualifications for the position you are applying for including education, skills, abilities, and work experience (attach resume if applicable):
  
  
  
  
  
  
  
  
  
  
2. Please describe duties and responsibilities of current and prior positions held at Rocky Mountain College and duration of each position:
  
  
  
  
  
  
  
  
  
  
3. Please describe why you are applying for this position opening.
  
  
  
  
  
  
  
  
  
  
4. In your opinion, what skills are the most necessary and important in this position:

5. Describe how your experience and background match the qualifications of the position:

6. Are there any other comments you would like to make for consideration:

Thank you for your interest concerning this internal position opening. Please sign below and obtain the signatures of your supervisor and department head, so that they are aware of your interest in the position. If you are applying for a promotion or position with supervisory responsibilities your supervisor's nomination and approval are required. Please forward this form directly to the Human Resource Department.

Employee signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date \_\_\_\_\_

Division head signature: \_\_\_\_\_ Date \_\_\_\_\_  
(your signature indicates your nomination and approval)

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

Date position was posted: \_\_\_\_\_

Date application received: \_\_\_\_\_