



INTERNAL APPLICATION FOR EMPLOYMENT

This form is to be used by **current** City of Blackfoot employees only.

Date of Application: _____

Last Name _____ First Name _____

Address _____ City _____ Zip _____

Phone Numbers: Home _____ Work _____ Cell _____

Position Desired

Job Title _____ Department _____ Full Time _____ Part Time _____ Seasonal _____

Do you have any relatives currently employed in the department(s) for which you are applying? YES NO
If so, what Position/Relationship? _____

Please explain specifically how you feel this position could enhance your career growth and development:

Please select the option that best describes your reason for wishing to change assignments:

- Better Pay Scheduling / Hours Promotional Opportunity
- Benefits Technological Advancement Educational Opportunity Less Stress
- Work Environment Worked There Previously Challenging Opportunity Flexibility

Current Assignment Information

Current Job Title _____ Department _____ Full Time _____ Part Time _____ Seasonal _____

How long have you held this position? _____ Current Manager _____

Is your current manager aware that you are applying for this position? Yes _____ No _____

Please describe your major duties and accomplishments while in this position:

Education

Please list all of the education/degrees that you have received beyond high school. List your HIGHEST DEGREE FIRST.

MAJOR	DEGREE	SCHOOL	GRADUATION DATE

Are you currently enrolled: Yes No Last year attended: _____ Major: _____

Check the last level of school you have completed:

- Undergraduate:** Freshman Sophomore Junior Senior
- Graduate:** 1st year 2nd year 3rd year 4th year

Please complete reverse side.

Licensure / Registration / Certification

Please list all professional licenses, registrations, and/or certifications that you hold.

LIC / REG/ CERT TYPE	LICENSE NUMBER	STATE	EXPIRATION DATE

Please list any other relevant certifications or training that you have received: _____

Job Skills

Check all of the following that you have experience with:

- PC Windows Internet Outlook Desktop Publishing
 Word Excel Powerpoint Database

Please list other specific software programs used: _____

Please list relevant equipment / machinery operated: _____

Please list any other special skills: _____

Other Relevant Work Experience

Please list any previous jobs that relate to the position for which you are applying:

Company Name	Type of Business	Location
Title & Duties		
Reason for Leaving	Date Employed	Date Left

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Title & Duties		
Reason for Leaving	Date Employed	Date Left

Signatures and Approvals

I am requesting consideration for the above listed position(s).

Employee Signature

Date