FRED DOUGLAS
SOCIETY

INTERNAL EMPLOYMENT APPLICATION

(This application is for current employees only)
Please complete, sign and submit by the application deadline date

Position Applying For:

Position #: _____ Posting #: _____
Position Title: _____ Location: _____
EFT: _____ Department: _____
Position Preference eg. #1, #2, #3 (if applying for more than one position at this time) _____

Current Information:

Name: _____
Department: _____
Phone Number (daytime): _____

Present Employment Status: (Please check ✔ appropriate box)

☐ **Casual**

☐ **Term**
If term please complete:
☐ Full Time
☐ Part Time

☐ **Permanent**
If permanent please complete:
☐ Full Time
☐ Part Time

Please attach a current resume to this application if the hiring supervisor or manager is unfamiliar with your work experience.

List relevant education (degree, classes, etc.) you have for the position you are applying for:

_____
_____
_____

Please list the positions you have held:

_____
_____
_____

Please state why you are interested in this position:

_____
_____
_____

By signing below I am signifying that all information contained above is accurate, that I have read the job posting and understand, and I am able and willing to perform the functions and duties of that position.

_____ _____
DATE SIGNATURE

For Office Use Only:
Date Received: _____
Employee Seniority Hours: _____