Village of Palmetto Bay

Internal Job Application

SECTION 1

Employee Name:_____ Hire Date:_____

Present Position:_____ ☐PT ☐FT Yrs./Mos. In Present Position: _____

Current Salary: _____ ☐ Hourly ☐ Annually Employee Number: _____

SECTION 2

I wish to be considered as a candidate for the following position:

Position Title: _____ Recruitment No.:_____

Department: _____

Please list your qualifications for this position (skills, knowledge, education, experience, etc…). Please include an updated resume with your application.

Briefly explain below why you are interested in this position:

I certify that there are no misrepresentations, omissions, or falsifications in the statements made on this application. I understand that in accordance with the Village's Personnel Policies, I will begin a new six-month probationary period if I am transferred to a new position, and that a new anniversary date will be established from the effective date of the transfer.

_____ _____

Employee Signature Date

Employees who have not yet completed their probationary period must obtain authorization from his/her present Department Director before applying for a new position within the Village. Approval is granted by signing below.

_____ _____

Department Director Signature (if applicable) Date