

HUNTSVILLE HOUSING AUTHORITY INTERNAL APPLICATION FORM

Procedure: To apply for a vacant position, an Internal Application Form must be submitted to the Human Resources Department. Applications will not be accepted for positions that are not presently available. Resumes will only be accepted with a completed application.

Position Applied For: _____ Department: _____

Employee Name: _____ Employee ID: _____

Home Address _____ City _____ State _____ Zip Code _____ Telephone Number _____

Current Position: _____ Department: _____

Educational Background

School	Name and Address of School	Course of Study	No. of Years Completed	Did you Graduate? (Check one)	Degree (e.g., B.S.) or Diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Training/ Education/Certifications					

Employment Experience (Please list your work experience for the past 10 years, beginning with your current position.)

Position and Duties	Dates in Position	Name, Address, and Telephone No. of Employer. Give Supervisor's Name.	Reason for Leaving

Employment Experience (Continued)

Position and Duties	Dates in Position	Name, Address, and Telephone No. of Employer. Give Supervisor's Name.	Reason for Leaving

Why are you applying for this position? _____

Do you have a relative working in the department to which you are requesting a transfer? _____

Please describe any experience, abilities, skills, or credentials which you feel add to your qualifications for this position.

Have you received a written warning or a suspension during the last 12 months? Yes _____ No _____

If yes, state reason why. _____

What are your career goals and how will this position help you to attain your goals? _____

By submission of this Internal Application Form, I am requesting consideration for the position noted above. I understand that Huntsville Housing Authority (HHA) is an Equal Employment Opportunity Employer and does not discriminate against any employee because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. I further understand that my past performance, as indicated by my personnel record, will be considered during the selection process. I also understand that if selected to fill the job vacancy, I will enter a 90-day introductory period. If I fail to demonstrate an acceptable level of performance during the introductory period, I understand that I can be dismissed from the position. Should I be required to be away from my work area during normal hours for an interview, I will make prior arrangements with my immediate supervisor.

Employee Signature

Date

Date Received in Human Resources _____