

River Valley Child Development Service

Employee Notice of Intent to Apply for Internal Job Posting



Current employees may be eligible to apply for an internal job posting upon the completion and approval of this Employee Notice of Intent to Apply for Internal Job Posting form. Completion and submission of this form does not guarantee approval to apply for an internal job posting, nor does it guarantee transfer to the position in which the employee applies. Please refer to the RVCDS Hiring/Promotion/Transfer Policy for internal application guidelines.

Employees are not authorized to complete an internal application until this form has been submitted and approved by the Executive Director. Once the approved form is returned to the employee, the employee can proceed with completing the internal application and this approved form must be uploaded with the internal application.

Employee Section (to be completed by the Employee)

Employee Name: _____ **Date of Hire:** _____

Current Position Title: _____ **Current Program:** _____

Position Applying For: _____ **Program:** _____

Degree Level: _____ **Field of Study:** _____

Relevant Experience: _____

Additional Information:

if you have been employed less than 1 year or have had a PIP, please provide an explanation as to why you should be considered eligible to apply

Employee Signature *Date*

Supervisor Signature *Date*

Program Director Signature *Date*

Approved Denied

Approved Denied

Human Resources Section (to be completed by the HR Generalist)

Active disciplinary notice(s) on file? _____ **If yes, date(s) of disciplinary notice:** _____

Level(s) of active disciplinary notice(s): _____ **PIP within the past 12 months?** _____

Additional HR Information: _____

HR Generalist Signature *Date*

Executive Director Signature *Date*

Approved Denied

To be completed by the Executive Director, if applicable

Explanation of Approval:

if the employee has been employed less than 1 year or has had a PIP, please provide an explanation as to why the employee was approved to apply

Return form to the employee and Human Resources once completed by all parties