

INTERNAL BID FORM

Please Print

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

Job Applying For: _____ **Department:** _____

Shift: 1st 2nd 3rd **Schedule:** Mon – Fri Tue – Sat

Current Department/Job: _____

Current Supervisor: _____

Your qualifications: _____

Other qualifications, licenses or degrees: _____

Employee Signature _____ *Date* _____

An updated resume may be attached(Recommended for Class 5 and skilled positions). Updated skills test available upon request.

TO BE COMPLETED BY PERSONNEL OFFICE

Date Interviewed: _____

Was the job awarded? Yes No

Has the employee’s supervisor been notified? _____

Has the employee been notified? _____