



# CITY OF ROSWELL INTERNAL JOB VACANCY APPLICATION

(PLEASE PRINT)

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Are you currently related to or in a relationship with another City of Roswell employee?  Yes  No - If yes, please complete:  
Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Job Title: \_\_\_\_\_

Job Title Applying For: \_\_\_\_\_  
Job Code: \_\_\_\_\_ Department: \_\_\_\_\_

Current Status: Part -Time:  Seasonal:  Work Test Period:   
Regular Full -Time:  Temporary:   
Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
Date of Hire: \_\_\_\_\_ Date in Current Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Supervisor's Signature (mandatory): \_\_\_\_\_  
Director/Deputy Director Signature (mandatory): \_\_\_\_\_  
*The supervisor's/Director's signature is an acknowledgement that the employee is requesting to transfer and the request does not guarantee the employee is transferring nor is their signature an endorsement/referral for the requested position.*  
Contact Phone Number: \_\_\_\_\_ Best time to reach me: \_\_\_\_\_  
*Employee must be in their current position for a minimum of 6 months to be eligible to apply for a position in another department.*

Explain Your Qualifications For This Position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_