



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: _____ Time in Current Position: _____

Employee must be in their current position for a minimum of 6 months to be eligible to apply for a position in another department.

The Internal Job Vacancy Application is a formal way for current employees to express interest in an open job vacancy with no guarantees of being offered the position. Should the employee be offered the job and accept the offer, a start date will be determined by the affected Department Heads.

Contact Phone Number: _____ Best time to reach me: _____

Explain Your Qualifications For This Position: _____
