



CEDARS

Internal Application

Attention CEDARS Employee:

1. Complete the top portion of this form.
2. Attach a cover letter and current resume.
3. Submit it to Human Resources.
4. Human Resources will forward a copy of the application materials to the hiring supervisor.
5. Human Resources will notify your current supervisor.

Name: _____ Phone: _____

Current Position: _____ Program: _____

Current Supervisor: _____ Supervisor Phone: _____

Position Applying For: _____ Shift if Applicable: _____

Program: _____ Hiring Supervisor: _____

Employee Signature: _____ Date: _____

For Human Resources and Hiring Supervisor Only

Due to licensing requirements, HR will check the required items prior to forwarding the application materials to the hiring supervisor.

Driving Record: _____

Criminal History: _____

Qualifying Degree: _____

Experience: _____

Notes: _____

HR Director Signature: _____ Date: _____

Date current supervisor/hiring supervisor notified: _____

For Hiring Supervisor Only

- Hiring supervisor is responsible for completing an internal reference from the current supervisor.

Date internal reference completed: _____ Hiring Supervisor Initials: _____

- It is recommended the hiring supervisor review the employee's personnel file.
- Hiring Supervisor will forward application materials and interview questions to Human Resources for the employee's personnel file.

Hiring Supervisor Signature: _____ Date: _____