



## INTERNAL JOB APPLICATION PROCESS

Employees who are interested in applying for another position within the College must complete the following steps:

- ✓ Apply for a specific position at <https://jobs.blueridgectc.edu/>
- ✓ Complete the Supplemental Internal Job Application form (attached)
- ✓ Sign the form
- ✓ Obtain Supervisor's and Executive Staff Member's signatures
- ✓ Submit completed form to the HR Office

### NOTE:

- To be eligible to participate in the job posting process, you must have a satisfactory work record, and be in good standing at your current position. Exceptions require approval from the Head of Human Resources.
- Employees interested in applying for a new position at the College are encouraged to have a discussion with their current supervisor about their interest. Your current position or status will not be jeopardized if a new position at the College is pursued.
- The College will consider hiring and/or promoting within teams or departments when current employees possess comparable or greater qualifications.
- When submitting this form, please do not include any additional documentation. Supporting documentation must be submitted electronically when you apply.

Please feel free to contact the Human Resources Department at extension 2230 should you have any questions.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Current Position/Department: \_\_\_\_\_

Hire date: \_\_\_\_\_

Current Supervisor: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Please provide the rating you received on your previous Performance Review: \_\_\_\_\_

Why are you looking to leave your current position? \_\_\_\_\_

How long have you been in your current position? \_\_\_\_\_

How many years of related experience do you possess? \_\_\_\_\_

Your qualifications for the position; including degrees, licenses, etc.: \_\_\_\_\_

To avoid any conflict of interest, please list any relative(s) employed at Blue Ridge CTC and indicate their relationship.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
\*Current Supervisor Signature Date

\*My signature, signifies that I am aware of the employee's candidacy for this position.

\_\_\_\_\_  
\*Executive Staff Member's Signature Date

\*My signature, signifies that I am aware of the employee's candidacy for this position.

**TO BE COMPLETED BY HUMAN RESOURCES**

Date internal application received by HR: \_\_\_\_\_

Was employee interviewed? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Date of interview: \_\_\_\_\_

\_\_\_\_\_  
HR Representative Signature Date