

**AUBURN UNIVERSITY
INTERNAL APPLICATION**

(Please read the procedures on page 2 before completing this form)

NAME _____ DATE _____
DEPARTMENT _____ SS# _____
CURRENT POSITION _____ PHONE _____
CURRENT SUPERVISOR _____ DATE EMPLOYED _____
HOME ADDRESS _____ DATE IN CURRENT DEPT. _____

POSITION APPLYING FOR: _____ TITLE _____ LOG NO _____
LOCATION _____

BRIEFLY DESCRIBE YOUR EDUCATION AND WORK EXPERIENCE, INCLUDING ANY COURSEWORK OR TRAINING PROGRAMS, YOU HAVE COMPLETED SINCE EMPLOYED BY AUBURN UNIVERSITY (YOU MAY ATTACH A CURRENT RESUME OR SUMMARY SHEET OF YOUR EXPERIENCE AND BACKGROUND IF PREFERRED).

LIST JOB-RELATED SKILLS INCLUDING COMPUTER, OFFICE EQUIPMENT, SHOP EQUIPMENT, SPECIAL LICENSES, OR OTHER JOB-RELATED SKILLS OR ABILITIES YOU FEEL ARE APPLICABLE TO THE POSITION FOR WHICH YOU ARE APPLYING:

FOR UNIVERSITY HUMAN RESOURCES USE ONLY

DATE RECEIVED _____ QUALIFIED APPLICANT YES NO
AU HIRE DATE _____
 PROMOTION TRANSFER VOLUNTARY DEMOTION CREDENTIALS CHECKED BY: _____

PROCEDURES FOR SEEKING PROMOTION OR TRANSFER

Auburn University strives to ensure that all qualified University personnel are given every consideration for promotion or transfer opportunities. Employees may apply for a promotion to a position in a higher pay grade, for a lateral transfer to a position of equal pay grade, or for a voluntary demotion to a position in a lower pay grade. Procedures for applying for another position are as follows:

1. A regular employee must remain in a work unit for one year before becoming eligible to transfer to another unit. Applications will be accepted after ten months in the work unit.
2. An employee must complete and return an Internal Application Form for each position vacancy for which she/he wishes to be considered. The Internal Application Form must be received by University Human Resources for any position currently on our vacancy list.
3. All applications will be reviewed by Employment Services, and only those individuals that meet the minimum qualifications for a particular position will have their credentials referred to the hiring department for further consideration.
4. An employee is encouraged to discuss the Internal Application with her/his supervisor at the time the application is submitted to Auburn University Human Resources.
5. Arrangements for position changes should be made with the concurrence of both departments whenever possible. An employee is expected to give a two week work notice before making a position change unless other arrangements have been agreed upon by the supervisors involved.

I have read and understand these procedures. I also certify that I comply with the provisions of the United States Military Selective Service Act (50 U.S.C. App. 453) by having registered with the Selective Service Board or that I am not required by law to register.

Signature

Date