

**HUMAN RESOURCES  
INTERNAL CAREER OPPORTUNITY APPLICATION  
FOR STAFF MEMBERS**

This application must be completed by staff members who wish to be considered for internal career opportunities. You may apply for transfers or promotions provided you have the minimum qualifications specified for the available position, at least six (6) months of continuous service, and are performing satisfactorily in your present position.

Spelman College encourages career advancement and will give its employees full consideration when applying. This form is valid for one position only. Please complete a separate form when applying for more than one position. It is the employee's responsibility to ensure that this application is submitted to the Office of Human Resources in a timely manner.

**EMPLOYEE INFORMATION**

Please Print

Employee Name: \_\_\_\_\_ Office Extension: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

**CURRENT EMPLOYMENT STATUS**

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

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

☐ Full-time      ☐ Part-time

**Please attach a resume that includes your current position.**

**INTERNAL CAREER POSITION INFORMATION**

Position Applied For: \_\_\_\_\_ Department: \_\_\_\_\_

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

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(For acknowledgement only)

**SPELMAN COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**