

MISSOURI SOUTHERN STATE UNIVERSITY

INTERNAL JOB APPLICATION

This form is to be completed by currently employed classified (hourly) employees who wish to be considered for other positions within the University.

Date:	S ID #:
Name:	Current Job Title/ Department:
Current Supervisor:	How Long at Current Position:
Current Work Schedule (days & hours):	Total Years Employed by MSSU:
Classification: (circle) FULL-TIME PART-TIME*	Campus Phone Extension:

* Employees may not hold two P/T campus jobs concurrently.

Applicant Signature

Why do you want to leave your current position?

List the position(s) for which you are applying:
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Why are you interested in this position?
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What abilities or qualifications would you bring to this position?
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What education or training do you have that meets the requirements of this position?
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Does your current supervisor know that you are considering other positions?	YES	NO
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