

INTERNAL JOB APPLICATION FORM

(FOR CURRENT PAE AFGHANISTAN EMPLOYEES ONLY)



Instructions:

- Complete ALL the information below and submit signed application before the posting closing date in order to be considered for this position. Failure to provide the information will cause the application denied.
- Please attach your current resume/cv along with a valid e-mail address.
- Ensure you meet the requirements as stated in the job description. If you fail to meet the requirements, your application will not be considered.

To be eligible to apply:

- YOU MUST HAVE BEEN IN YOUR CURRENT POSITION FOR 90 DAYS IN ORDER TO BE ELIGIBLE FOR ANY POSTING.
- INTERNAL JOB APPLICATION MUST BE SIGNED AND SENT ALONG WITH YOUR CURRENT RESUME/CV TO HUMAN RESOURCES MANAGER BY YOUR MANAGER/SUPERVISOR.

Employee Information

Applicant name: _____ Current position: _____
Employee ID: _____ Time in current position: _____
Email address: _____ Current assigned site: _____
Position applying for: _____ Date of application: _____
Position Number: _____

WORK HISTORY/EXPERIENCE

REQUIRED SIGNATURES:

Employee: _____ Date: _____

I recommend this employee for this position. YES _____ NO: _____

Supervisor/Manager (Name and Signature): _____ Date: _____

*****This section is for Human Resources only*****

RECEIVED IN HUMAN RESOURCES BY/DATE: _____

DISCIPLINARY ACTION WITHIN THE LAST 90 DAYS? YES _____ NO _____