

ATTACHMENT A
JEFFERSON COUNTY
APPLICATION FOR PROMOTION OR TRANSFER

READ THIS ENTIRE FORM PRIOR TO COMPLETING!!

INSTRUCTIONS: County employees desiring lateral transfer or transfer for promotion within the County must complete this form.

SPECIAL NOTE: Key job related experience, knowledge and education must be attached to this form in order for your application to be considered. You may list such experience on the back of this form. Resumes may be substituted.

Be sure to list qualifications and skills you possess which are required for the job as stated in the official announcement of the vacancy, such as driver's license (give type and number), typing proficiency (give speed), ability to operate specialized machinery or equipment, or professional registration or licensing. Indicate any training you have had which is directly related to the job for which you are applying.

1. Name _____ SS. # _____

Mailing Address _____
Street Name & Number City Zip

Home Phone #: _____ Work Phone #: _____

2. Job for which you wish to be considered: _____

Department _____

3. Current Department _____

Current Status (Circle One): Part-time Temporary Full-time

4. STATEMENT OF AGREEMENT: I have studied the job requirements for the positions of _____ and feel that I meet all the qualifications as posted in the Job Opportunity Announcements for the vacant position.

I understand that if for any reason I cannot perform the duties as described in the job description, my status shall revert back to its original position should said position exist. In the event no vacancy exists, I understand and hereby agree, that my employment with Jefferson County shall be terminated. Should a future vacancy occur I must apply for consideration for re-employment.

CERTIFICATION: I certify that the statements contained herein are true, complete, and correct to the best of my knowledge.

Signature

Date

NOTE: THIS APPLICATION MUST BE IN THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON THE CLOSING DATE OF THE ANNOUNCED JOB VACANCY.