



APPLICATION FOR PROMOTION OR TRANSFER

Please Note: In order to have your application considered, you must complete all relevant sections of this form.

EMPLOYEE NAME: _____ DEPARTMENT: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

PRESENT STATUS: PERMANENT PERMANENT PART-TIME SEASONAL PART-TIME TEMPORARY

POSITION APPLIED FOR: _____ COMPETITION NUMBER: _____

CLOSING DATE: _____ DEPARTMENT: _____

SUMMARY OF EMPLOYMENT WITH THE CITY OF MOUNT PEARL: (Please list starting with present position)

DEPARTMENT	POSITION	START DATE (Y/M)	END DATE (Y/M)

List any additional skills, experience, volunteer position, special training and/or abilities (add additional pages).

EDUCATION BACKGROUND: List the last two educational institutions (e.g. High School, Community College, University) you attended starting with the most recent.

Years Completed	High School Grade Level						Undergraduate College / University				Graduate University			
	9	10	11	1	2	3	1	2	3	4	1	2	3	4
Educational Institution Degree, Diploma, Certificate or License Completed Yes <input type="checkbox"/> No <input type="checkbox"/> Date Obtained/completed _____														

Outline any other recognized Certificates or Licenses you have including year of expiry (if applicable).

A CURRENT RESUME AND LETTER MAY BE REQUIRED (REFER TO JOB POSTING)

I certify that the information provided on this application is true and complete to the best of my knowledge. Employees should provide complete information on all qualifications for the City to consider when evaluating your application.

Date

Signature of Employee

Return to: Human Resources, 3 Centennial Street, Mount Pearl or email recruitment@mountpearl.ca