**INTERNAL JOB APPLICATION PROCESS**

**and FORM**

Thank you for considering job opportunities within the Corpus Christi Housing Authority. The following guidelines have been provided to make this a more efficient process. Please feel free to contact the Human Resources Department at 889-3310 should you have any questions.

* Complete the Internal Job Application form (attached)
* Sign the form
* Obtain Supervisor’s signature (recommended but not required)
* Forward the completed form to reception or the HR Department

**NOTE**:

**-** To be eligible to participate in the job posting process you must be employed at your current position for at least six months, have a satisfactory work record, and be in good standing at your current position.

* Each employee interested in applying for an open position is encouraged to have a discussion with his or her current Supervisor/Manager about his or her interest in applying for the position. If you indicate an interest in a new position, your current position or status at the Corpus Christy Housing Authority will not be jeopardized.

* Internal candidates will be given preference in consideration over similarly qualified external candidates. In doing so, the Corpus Christy Housing Authority will always attempt to hire and/or promote from within when current employees possess comparable or greater qualifications.
* Internal candidates will be subject to new hire employment checks such as background checks and drug testing under previously signed Authorization to Release Information.

**INTERNAL JOB APPLICATION FORM**

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| --- | --- | --- |
| Position Applying For: | Department: | Job Number: |

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| --- | --- |
| Employee Name: | Application Date: |
| Current Department: | Hire Date: |
| Current Supervisor: | Phone number: |

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| --- |
| Why are you looking to leave your current position? |

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| --- |
| What are your qualifications for the job including degrees, licenses? |

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| --- |
| Are you related to, or would you be considered a personal associateto anyone within the hiring department for which you are applying? Yes No  If Yes, please note the relationship:  (A personal associate includes romantic or dating type relationships) |

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Employee Signature/Date Current Supervisor Signature/Date

(Optional)

**TO BE COMPLETED BY THE HIRING DEPARTMENT AND HUMAN RESOURCES**

Date that application was received by HR:

Was employee interviewed?  Yes  No

Date of interview:

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Human Resources Representative/Date Hiring Dept. Representative/Date