

INDIAN RIVER COUNTY

EMPLOYEE'S APPLICATION FOR JOB TRANSFER/PROMOTION

It is the policy of Indian River County to provide opportunities for advancement to qualified employees. Transfer/Promotion may only occur, however, when an opening exists and an employee is qualified to perform the work in the position to which a transfer/promotion is requested. For a transfer involving a promotion, an employee must have both a satisfactory performance record and no adverse disciplinary actions during the preceding twelve month period. Human Resources will notify the losing department/division head before the selected employee is notified.

Posted Job Title: _____ Dept: _____

Applicant's Name: _____ Home Phone: _____

Complete Address (including zip code): _____

Current Division or Department: _____

Do you have a relative who currently works for Indian River County Board of County Commissioners? ☐ Yes ☐ No

If yes, Name: _____ Relationship: _____

Describe in the blanks provided below your detailed qualifications that directly relate to this position vacancy (Use reverse side to continue any item if necessary. Do not indicate simply "see resume" or "see personnel file" without filling in all blanks first. Incomplete applications will not be considered):

Education: _____

Related experience/skills: _____

Training (specific): _____

Licenses/Certifications: _____

Applicant's signature: _____ Date: _____

PLEASE RETURN THIS COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES DEPARTMENT COMPLETES BLANKS BELOW

Hire date: _____ Current Position: _____

Yrs/mos in present position: _____ Present rate: \$ _____/hourly \$ _____/bi-weekly