

Marion Community Schools Internal Job Application

Marion Community Schools is dedicated to assisting employees to reach their professional goals through internal promotion and transfer opportunities. One of the opportunities available to employees is internal job postings. This procedure enables current employees to apply for any available position either before or at the same time the position is advertised outside of the corporation.

Internal job opportunities are regularly posted in each of our buildings.

To apply for an opening:

Step 1: Ensure that you meet the following eligibility requirements.

- You are a current employee.
- Your performance meets performance standards or established work standards in your current position.
- You have not had a disciplinary report within six months. You do not have a performance improvement plan for your current position.
- You meet the qualifications listed for the position on the job posting.

Step 2: Complete the Internal Job Application form.

Attach your resume, if you have one, to the completed application.

Step 3: Submit the Internal Job Application to your supervisor for approval.

Step 4: Submit your completed and approved Internal Job Application to HR.

Step 5: Candidates who are qualified will participate in an initial interview with the supervisor of the position, if they have not interviewed with that particular supervisor within the past six months. Candidates may be chosen to participate in at least one additional interview, with the Superintendent or an HR representative.

Internal Job Application

Posted Position:

Today's Date:

Name:

Address:

Date of Hire:

Current Position:

Time in Current Position:

Home Phone:

Cell Phone:

Please describe your qualifications (your background and experience) that make you a good candidate for this position or attach a current resume. (Use another sheet if you need more space.)