

## Internal Job Opportunity

*Please Post Until:* \_\_\_\_\_

The following job opening(s) are currently available. Staff members who would like to be considered are encouraged to complete a job posting application and return it to the hiring Principal/Director/Supervisor, as soon as possible and prior to the last day of posting.

Position Title	Location	Minimum Qualifications

### **APPLYING FOR JOB OPPORTUNITIES:**

1. Eligible employees are welcomed to apply for job opportunities. In order to be eligible, employees must:
  - Be in good standing, and
  - Be a regular, full or part time employee (substitutes may apply but they are not considered “internal” candidates) and
  - Have at least 6 months service in their current position or have their supervisor's approval and
  - Apply individually for each job posting opportunity.
  
2. Eligible and qualified employees must complete an internal job posting form, obtain a signature from their Principal/Director/Supervisor and send it to the hiring Principal/Director/Supervisor no later than the posting expiration date.
  
3. Employees are encouraged to attach a recent resume and/or required documentation when available and as appropriate.