

Please initial to signify receipt of:

____ Job Description

____ Job Posting Notice

**TOWN OF MANCHESTER, CONNECTICUT
HUMAN RESOURCES DEPARTMENT
41 Center Street
P.O. Box 191
Manchester, CT 06045-0191**

APPLICATION FOR PROMOTION/TRANSFER

An employee applying for a promotion/transfer should fully complete both sides of this form. You may also attach a resume.

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Position Applying for: _____

Name: _____ Home Telephone: _____

Address: _____
Street City, State, Zip

Cell Phone Number: _____ Initial Employment Date: _____

Present Position: _____ Department: _____

Member of What Union? _____ Full Time ____ Part Time ____

Do you possess a:

CDL License? Yes ____ No ____ Operator's No.: _____

Please list endorsements: _____

Education: Name of High School: _____

Did you graduate/receive GED? Yes ____ No ____

If no, grade last completed: _____ If yes, date graduated: _____

<u>Name & Address of College, Business or Technical Schools</u>	<u>Did You Graduate?</u>	<u>Degree Awarded</u>
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Describe any special training, experience or certification which would be relevant to the position for which you are applying.

Work Experience:

Current Employer: Town of Manchester Department: _____

Work Phone Number: _____

Date Employed From: _____ To: _____

Position Title: _____ Supervisor: _____

Duties: _____

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List all Prior experience:

Name of Employer: _____ Department: _____

Date Employed From: _____ To: _____

Position Title: _____ Supervisor: _____

Duties: _____

Name of Employer: _____ Department: _____

Date Employed From: _____ To: _____

Position Title: _____ Supervisor: _____

Duties: _____

Name of Employer: _____ Department: _____

Date Employed From: _____ To: _____

Position Title: _____ Supervisor: _____

Duties: _____

Signature: _____ Date: _____

"THE TOWN OF MANCHESTER IS AN EQUAL OPPORTUNITY EMPLOYER"