

JOB CHANGE APPLICATION

EMPLOYEE INSTRUCTIONS

1. Complete all information requested and attach appropriate documentation.
2. Submit the form to your manager in sufficient time for your manager to review and forward to the Personnel Dept. by the application deadline.

REQUIRED ATTACHMENTS

1. You must attach a resume listing your education and prior work experience.
2. Your resume must document that you meet the qualifications required for the position as listed on the Career Opportunity Posting.
3. Also attach any additional documentation required for specific positions as listed on the posting (such as licenses, certifications, standard resumes, etc.)

EMPLOYEE COMPLETES THIS SECTION

NAME	EMPLOYEE NUMBER	HIRE DATE	CURRENT STATUS	
			PART TIME	FULL TIME
CURRENT JOB TITLE	STORE / LOCATION	HOME PHONE	WORK PHONE	STORE/LOCATION ADDRESS
DRIVING POSITION - Company vehicle requirements: 1. Number of moving violations and/or accidents in the last 36 months. _____ 2. Nature of Violation and/or accidents. _____				
POSITION APPLYING FOR (POSITION OR TITLE)			Are you related to anyone at the location you are applying for?	

CURRENT MANAGER'S NAME	CURRENT MANAGER'S TITLE AND LOCATION
I certify that I meet the minimum specifications and minimum time in current position or department and that the information provided above and attached is complete and accurate.	
EMPLOYEE'S SIGNATURE _____	DATE _____

MANAGER INSTRUCTIONS

1. Review the information provided by the employee. If the employee is not eligible to apply, return the JCA to the employee and explain the deficiencies.
2. Complete the Manager's section and forward to the Personnel Department.
3. The Personnel Dept. must receive the application by the posted deadline. If extenuating circumstances will prohibit receipt by the deadline, you must notify the Personnel Dept. no later than the deadline and receive concurrence for an extension of time.

MANAGER COMPLETES THIS SECTION

MANAGER'S NAME	TITLE	WORK PHONE NO.
EMPLOYEE'S LAST PERFORMANCE RATING _____, DATE _____ LIST AND EXPLAIN ANY CATEGORIES EVALUATED AS "BELOW SATISFACTORY"		
MINIMUM JOB SPECIFICATIONS I CERTIFY THAT THE EMPLOYEE MANAGER'S RECOMMENDATION	<input type="checkbox"/> EMPLOYEE CLEARLY MEETS MINIMUM JOB SPECIFICATIONS. <input type="checkbox"/> I AM UNSURE OF SOME REQUIREMENTS AND REQUEST REVIEW BY PERSONNEL. <input type="checkbox"/> HAS NO ACTIVE WRITTEN CORRECTION ON FILE <input type="checkbox"/> MEETS THE TIME REQUIREMENTS IN CURRENT POSITION OR DEPARTMENT. <input type="checkbox"/> I RECOMMEND THIS EMPLOYEE WITHOUT RESERVATION <input type="checkbox"/> I RECOMMEND THIS EMPLOYEE WITH RESERVATION, (EXPLAIN IN COMMENTS) <input type="checkbox"/> I DO NOT RECOMMEND THIS EMPLOYEE, (EXPLAIN IN COMMENTS)	
COMMENTS _____ _____		
MANAGER'S SIGNATURE _____ DATE _____		

Attach Resume' to this application and return to Personnel Department