



**PELTON
SHEPHERD**
TRUSTED WHEN **TEMPERATURE** MATTERS

Internal Job Application

Pelton Shepherd is an equal opportunity employer. Pelton Shepherd does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Employee Name:

Phone #

Email Address

Current Position

Current Department

Hire Date

Position Applying For:

Can you perform the essential functions of this job with or without reasonable accommodation?
(If you have any questions about the functions of the job, please ask your supervisor before
answering this question.) YES NO

Describe your current qualifications for the position including education, skill, abilities, work habits and work experience (attach resume if applicable)

Explain why you are applying for this position

By signing below, you acknowledge that all information contained above is accurate, that you have read the internal job application policy, job description and that you understand and are able and willing to perform the functions and duties of that position. Your current supervisor must approve of any job application.

Employee Signature

Date

Approval of Application

Supervisor Signature

Date

HR Signature

Date