



INTERNAL JOB APPLICATION INSTRUCTIONS

Thank you for considering job opportunities within the College. The following guidelines have been provided to make this a more efficient process. Please feel free to contact the Human Resources Department at 626-300-5444 should you have any questions.

- ❖ View available position(s) at: <https://plattcollegelosangelesllc.applytojob.com/apply/>
- ❖ If qualified, complete the Internal Job Application form
- ❖ Sign the form
- ❖ Obtain Supervisor's signature
- ❖ Email the completed form and current resume to the HR Department (hr@plattcollege.edu)

NOTE:

- To be eligible to participate in the job posting process you must have completed six months of service in your current position, have a satisfactory work record, be in good standing at your current position, meet the eligibility requirements for the posted job and be able to perform the essential functions of the posted job with or without reasonable accommodation.
- You may only have one pending application for an internal job posting at a time within a three month period.
- Each employee interested in applying for an open position is encouraged to have a discussion with his or her current Supervisor/Manager about his or her interest in applying for the position. If you indicate an interest in a new position, your current position or status at the College will not be jeopardized.
- Internal candidates will not be given preference in consideration over similarly qualified external candidates.



INTERNAL JOB APPLICATION

Name: _____

Date: _____

Current Department: _____

Hire Date: _____

Current Supervisor: _____

Job Applying for _____

Campus: _____

Why are you looking to leave your current position?

How long have you been in your current position?

Your qualifications for the job including degrees, licenses, experience, etc.:

Why are you interested in the position you are applying for?

Employee Signature/Date

*1 Current Supervisor Signature/Date

Please email this completed form and your current resume to the HR department at hr@plattcollege.edu.

*1 My signature, as the current supervisor, signifies that I am aware of the employee's candidacy for this position.