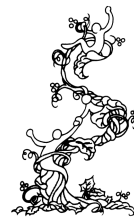


ATHELAS INSTITUTE, INC.



INTER-AGENCY JOB POSTING APPLICATION

PLEASE PRINT

Name _____ Date of Application _____

Social Security Number _____

Work Phone _____ Home Phone _____

Home Address _____

Current Job Title _____ Supervisor _____

Current Responsibilities _____

Date of Hire _____ Length of time in current position _____

Current Status: Full Time Part Time Other _____

Current Division _____ Location _____

Are you currently on written Corrective Action? Yes No

POSITION FOR WHICH YOU ARE APPLYING:

Job Title _____ Salary Desired _____

Resume Attached

I have read the eligibility requirements on the reverse side of this form and agree to abide by them, and I certify that the information I have provided on this form and will provide in the interview process is accurate and correct to the best of my knowledge.

Associate Signature _____

Date _____

**THIS JOB POSTING PROCESS IS GOVERNED BY THE ATHELAS INSTITUTE, INC.,
HUMAN RESOURCES POLICY**

Associates desiring to be considered for a vacant position must complete this form and take it to the area specified on the Job Posting. Consideration (i.e. preliminary screening for vacancies) will be granted of eligibility requirements are satisfied. Only those candidates whose applications are received by the last day to apply will be guaranteed consideration for the position. Candidates who submit applications late or who are not available for an interview may not be considered in the process.

ELIGIBILITY REQUIREMENTS:

1. Associate has completed his/her introductory period.
2. Associate must have satisfactory performance.
3. Associate must have fulfilled the following time requirements in their current position:
 - 6 months (Athelas Institute reserves the right to waive the six-month requirement and/or job announcement procedure when this is deemed in the best interest of the agency.
4. Associate is not on any written Corrective Action.
5. Associate may not post for more than two positions at a time.

**NOTE: IT IS THE ASSOCIATE'S RESPONSIBILITY TO NOTIFY HIS/HER MANAGER
IF HE/SHE IS SELECTED TO INTERVIEW FOR THE OPEN POSITION:**

Hiring Departments Recommendation:	
<input type="checkbox"/> Departmental Acceptance	<input type="checkbox"/> Departmental Rejection
Comments to Support Recommendation: _____	

Department Interviewer:	
_____	_____
Signature	Date

Human Resources Comments:	

_____	_____
Signature	Date
DATE APPLICANT NOTIFIED _____	