



LMH EMPLOYEES ONLY

APPLICATION FOR POSTED POSITION

Name: _____

Position applying for: _____ Department: _____

Present department: _____ Present position: _____

Home phone number: _____ Work extension: _____

Education related to this position: _____

Skills and qualifications related to this position: _____

Past experience related to this position (please indicate place of employment, dates of service, duties performed, and name of your immediate supervisor):

SIGNATURE

DATE

***(SEE REVERSE SIDE FOR INSTRUCTIONS IN
COMPLETING THIS APPLICATION)***

INSTRUCTIONS:

1. Complete the information requested on the reverse side. You may attach a current resume, if you wish.
2. Submit to the Human Resources office.
3. The Human Resources department will log your application and forward it to the appropriate department director for review.
4. The department director will consider your application along with others received for the open position.
5. The department director is authorized to review your personnel file and contact your current department director for work history and other information pertinent to the selection process.
6. The department director will contact you regarding the position and your qualifications. An interview is contingent on your qualifications and timeliness of application.
7. The department director will notify you whether or not you were selected for the position.