**Internal Posting Form**

**4.2021**

***In keeping with Cottonwood 03-008F#2, you will need to speak with your immediate supervisor before applying for this position. Submit the completed form to HR.***

***If the position requires NEMT responsibilities, the candidate will be required to complete a drug screen and satisfy required background checks. Random drug screens will take place on an annual basis, thereafter.***

# Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Current Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Position of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Posting # (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best method and time for contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions (continued on second page). Attach additional pages if needed to provide thorough responses.

How long have you worked at Cottonwood, and what have you learned during your tenure that has prepared you for the requirements of the position of interest?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## What prior work or other outside experience (e.g. volunteering, group membership, educational background) do you have that is applicable to the position of interest, and how has that prepared you for it?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## What are your personal and professional goals as related to the position of interest?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What do you feel you will need (e.g. specific training, job shadowing) to be most successful in the position of interest? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If applicable, College Degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Field of Study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have a resume, you may attach it.

If you believe it would be helpful for us to speak with someone regarding how you meet the posted requirements for this position, please provide up to three personal and/or professional references (excluding current Coordinator and family members), including address and phone number, that the hiring Coordinator may contact as part of the hiring process.

Reference 1: Reference 2: Reference 3:

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