



MEDICINE of the HIGHEST ORDER

### Internal Application

A complete list of open positions can be found on the St. James Hospital Career Portal <https://www.urmc.rochester.edu/st-james/careers-jobs.aspx>. Please complete this form fully and submit an up to date resume, once completed submit to the Human Resources Department at St. James Hospital.

An employee must be in good standing to apply for an internal position and must meet the minimum qualifications. **To be in good standing, an employee must not have received a verbal or written warning or been on a performance improvement plan for at least 6 months prior to the date of application. Employees interested in being considered for an open position must speak with their current manager prior to applying for the position.**

#### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Department: \_\_\_\_\_

Current Title: \_\_\_\_\_ Current Supervisor: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Please describe your current qualifications for the position you are applying for including: Education, Skills, Abilities and Work Experience:

Please describe why you are applying for this position:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Human Resources Use Only

Date Received: \_\_\_\_\_ EE Eligible for Interview: Y or N In Good Performance Standing: Y or N