

EMPLOYEE JOB INTEREST

**For employees who are out of their introductory period only.
MUST SUBMIT a current job application with the Employee Job Interest form.**

EMPLOYEE INFORMATION (To be completed by the Employee)		Date Submitted	
Last Name		First Name	
Current Job Title	Time in Current Position	Current Department	Current Supervisor

POSITION INFORMATION	Department
Job Title (Position applying for)	

HIRING PROCESS
YOU ARE RESPONSIBLE FOR THE FOLLOWING
<ol style="list-style-type: none"> 1. A. Meet eligibility requirements: Must off the introductory period. B. Must be in good standings (not on performance probation). 2. Only apply for positions where you meet the prerequisites and essential functions listed on the job descriptions. 3. Actively follow up with the HRM Department if you have not heard of progress in a timely manner.
INSTRUCTIONS FOR APPLYING FOR A SPECIFIC POSITION
<ol style="list-style-type: none"> 1. Complete the information listed above. 2. Return this form to the HRM Department. 3. Submit a current PTN job application.

I understand that it is my responsibility not to apply for any position if I am on written notice or have been in current position less than 180 calendar days. It is also my responsibility to inform you my current Supervisor that I am considering another position.	
EMPLOYEE SIGNATURE	DATE
CURRENT SUPERVISOR/ DIRECTOR	DATE
EXECUTIVE DIRECTOR OF TRIBAL AFFAIRS/ TRIBAL CHAIRMAN SIGNATURE	DATE

TO BE COMPLETED BY THE HUMAN RESOURCE DEPARTMENT
EMPLOYEE JOB INTEREST FORM RECEIVED ON
HUMAN RESOURCE DEPARTMENT SIGNATURE