



INTERNAL EMPLOYEE APPLICATION

Date: \_\_\_\_\_

Requesting Employee: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Department: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Current Status:  40 Hour  32 Hour  24 hour  Per Diem

Posted Position Applying For: \_\_\_\_\_ Department: \_\_\_\_\_

Reason:
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WORK AVAILABILITY

40 Hour  32 Hour  24 hour  Per Diem

Indicate the shift you will work:

1st Shift-Days  2nd Shift-Evenings  3rd Shift-Nights

Will you rotate shifts?  Yes  No Will you work weekends?  Yes  No

Given your knowledge, skills, education and experience, are you able to perform all the essential functions of the position for which you are applying, with or without reasonable accommodation, as set forth on the job description?  Yes  No

Do you now have or do you anticipate having any activities, commitments or responsibilities that may prevent you from meeting your work attendance requirements?  Yes  No

Please note – Job change may affect your seniority date. Please refer to Article 6 of the UFCW 21 Union/NVH Contract.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have been notified of this request: \_\_\_\_\_  
Manager

\_\_\_\_\_  
Date