

## Internal Job Opportunities

To be completed by eligible employees for a specific posted job in which you are interested and qualified.

In order to be eligible, employees must:

1. Be in good standing, and
2. Be a permanent full time employee
3. Have at least 6 months service, in current position, and/or have supervisor's approval and
4. Apply individually for each job posting opportunity

Eligible and qualified employees must complete the below internal job opportunities form, obtain a signature from their Supervisor and return completed form to the Human Resources Office no later than the posting expiration date.

Employees should attach a recent resume and/or required documentation as appropriate.

Full Name (Printed):
Job Applying For:
Qualifications/skills/abilities applicable to posted job: ( <i>Attach resume</i> )
Reason/s for interest in this job:
Applicant's Signature:
Date:
Supervisor's Signature:
Date:

**Return completed form and resume by posted deadline to:**

Esme Sabedra  
Human Resources Office  
6915 Hwy 225 Deer Park, TX 77536  
Ph: 281.604.2467 Fax: 281.604.2518