

# CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION

## **Internal Job Application**

Central Noble is dedicated to assisting employees to reach their professional goals through internal promotion and transfer opportunities. One of the tools that Central Noble has available to employees in managing their career is the Central Noble internal job posting. This procedure enables current employees to apply for any available position either before or at the same time the position is advertised outside of the Central Noble School Corporation.

**Job opportunities are displayed on the Central Noble website.**

**To apply for an opening:**

**Step 1: Ensure that you meet the following eligibility requirements.**

- You are a current, regular full-or part-time Central Noble employee.
- You have been in your current position for at least six months. Exceptions to this six-month requirement can be waived by your current supervisor and should be consistent with the needs of Central Noble.
- Your current performance meets the standards as set by your supervisor.
- You have not had an employee counseling or corrective action within six months. You are not following a performance improvement plan in your current position.
- You meet the qualifications listed for the position on the job posting.

**Step 2: Complete an Internal Job Application form.**

- Applications are available on the Central Noble website or from the Central Noble Administrative Office.
- Attach your letter of interest.

**Step 3: Submit the Internal Job Application to your supervisor for approval.**

- If you are applying during a school break, no supervisor signature is required. Turn in to the Superintendent's office.

**Step 4: Submit your completed and approved Internal Job application to the Central Noble Administrative Office.**

**Step 5: Candidates who are qualified will participate in an interview with the supervisor of the posted position. A second interview may be warranted in order for the supervisor or administrator to make a final decision.**

# CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION

Open Position: \_\_\_\_\_ Building: \_\_\_\_\_

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

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Current Position: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please describe your qualifications (Your background and experience) that make you a good candidate for this position. Use the back side if you need more space.

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Describe your educational background including majors, minors and areas of special interest or study.

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Highest Degree Earned: \_\_\_\_\_ School/University: \_\_\_\_\_

List work-related training and certifications:

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Why do you wish to change positions?

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Supervisor Signoff: \_\_\_\_\_ Date: \_\_\_\_\_