

LETTER OF APPLICATION  
BY A CURRENT EMPLOYEE

*Employees Name:* \_\_\_\_\_

*Position Applied For:* \_\_\_\_\_

*Street Address:* \_\_\_\_\_

*Job Announcement Date:* \_\_\_\_\_

*City, State, Zip:* \_\_\_\_\_

*Closing Date:* \_\_\_\_\_

*Home Phone No.:* \_\_\_\_\_

*SSN:* \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Reason for Interest in this Position:

Knowledge, Skills, Abilities, Licenses, Education, Training, etc., attained since Initial Employment with this Employer:

(Attach original application for employment if desired.)

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

\_\_\_\_\_  
Date