



## UCP of Maine Internal Job Application

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_

Job Applying For: \_\_\_\_\_ Location: \_\_\_\_\_

Start Date of Current Position: \_\_\_\_\_

- I am interested in working \_\_\_\_\_ (number of hours) per week
- I am interested in weekend shifts
- I am interested in working relief/substitute addition to my current duties.

**Position(s) that I have held at UCP are:**

JOB TITLE	LOCATION / SUPERVISOR

By applying for this position, I understand that the Administrator / Supervisor of the program I am applying to may review my personnel file and contact my current and previous supervisors whom I have worked for at UCP.

Why are you applying for this position? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE ATTACH A CURRENT RESUME TO THIS APPLICATION**  
 Return this form to the Human Resource Office

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

*Your supervisor must sign this waiver if you have been in your current position for less than 6 months*

**WAIVER**

I have discussed this application with the employee and hereby waive the six month time requirements and allow consideration for this opening

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HIRING SUPERVISOR'S COMMENTS: (Please document and return to HR)**

Date Received: \_\_\_\_\_ Applicant Hired: \_\_\_\_\_ yes \_\_\_\_\_ no

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Document Discussion with Applicant: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date Discussed: \_\_\_\_\_