

**BERMUDA COLLEGE \* INTERNAL APPLICATION**

**HR WILL CHECK THE FOLLOWING CRITERIA TO ENSURE ELIGIBILITY**

- Must have successfully completed six (6) months probationary period.
- Must meet the minimum requirements of the position posted.
- Must have received a minimum rating of 'Met Expectations' on most recent annual appraisal.
- Must have not received a written warning within six (6) months of the job posting.
- Employees with outstanding absenteeism will not be considered for transfer.

Date of Application: \_\_\_\_\_ Division/Department: \_\_\_\_\_

**FOR EMPLOYEE TO COMPLETE**

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

Present Position: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Reasoning for Applying: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE ATTACH A COVER LETTER, CURRENT RESUME AND REFERENCE LETTERS

Criteria met?    Yes     No

Reason criteria not met: \_\_\_\_\_

**Please do not write in space below. For Human Resources Department Only.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date if letter of regret is sent: \_\_\_\_\_

Signature of Director of Human Resources: \_\_\_\_\_

If Successful Applicant — Scheduled Interview Date: \_\_\_\_\_