



**CITY OF EUSTIS
APPLICATION FOR
INTERNAL TRANSFER/PROMOTION/DEMOTION**

Note: Please see reverse side of this form for procedure information.

Applicant Name: _____ Date of Application: _____
 Current Job Title: _____ Dept/Division: _____
 Date of Employment With the City of Eustis: _____ Length of Service In Current Position: _____



APPLYING FOR: _____

DEPT/DIVISION: _____

If approved, this position would be a: Lateral Transfer Promotion Demotion
 Other _____

1.) Why are you interested in this position?

2.) Brief summary of qualifications for this position (Attaching a current resume or City of Eustis Application for Employment is highly recommended.):

3.) Employment History with the City of Eustis:

Position/Title	Department	Dates – Mo./Yr.

4.) Education:

Name of College or Vocational Technical School Degree

5.) Veteran's Preference: Per FS 295.07, if an employee leaves city employment for the purpose of serving in the Armed Forces and is separated with an honorable discharge, and is reinstated or reemployed by the City, they are eligible for preference in promotion. Eligibility for preference in promotion only applies to a veteran's first promotion after reinstatement or reemployment. Are you eligible for preference in promotion under this statute? Yes No



EMPLOYEE TO READ AND SIGN ACKNOWLEDGEMENT: I am voluntarily applying for this internal position with the City of Eustis. I have read the position description of the position for which I am applying and meet the minimum qualifications and am physically able to perform the essential job functions of the position.

Employee Signature: _____ Date: _____

EQUAL OPPORTUNITY EMPLOYER
Minorities/Females/Disabled/Veterans

IMPORTANT: The City of Eustis is an Equal Opportunity Employer and does not discriminate in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship or any other factor protected by law. The City provides Veteran's Preference per FS 295.07. The City encourages applications from qualified individuals with disabilities and will make reasonable accommodation to the extent provided by law. If accommodation is needed for applicant testing, please inform the City, prior to the testing date.

Applications are accepted between the hours of 8 am to 5 pm Monday thru Friday. Applications must be received or postmarked no later than 12:00 midnight on the closing date. The City may close positions that are posted with an "Open" closing date at any time, without prior notice. Applications may be accessed at the City's website – www.eustis.org. Under Fla. Law, all application materials are public record and subject to public scrutiny.

Internal Application Form Procedures:

Note: The Internal Application Form **MUST** be submitted to the Human Resources Department for consideration.

- 1.) Attaching a current resume or a current, completed City of Eustis Application for Employment is highly recommended.
- 2.) The Human Resources Office will review the Internal Application Form and determine if the employee meets the minimum qualifications for the position.

(Human Resources Dept. Use Only)

Employee Selected: _____ Not Selected: _____ Start Date: _____