



Expression of Job Interest

For Employee to complete and return to Employment Recruiter.

Employee Name: _____ Telephone No.: _____

List all positions currently held with JNCS using additional paper if necessary:

<u>Job Title/Program</u>	<u>Supervisor's Name</u>	<u>Days/Hours Working</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

RFP #: _____ per HR Bulletin

Indicate reasons for transfer request, using additional paper if necessary. Include skills, training, experience, achievements, etc., which qualify you for this position.

If offered this position, would you be resigning any of your current positions? Yes No

If yes, list positions. (Remember, employees must provide at least two weeks notice of any resignation to their current supervisor(s) in order to be eligible for other JNCS job opportunities. Thirty days notice is required if you are a roommate.)

Employee Signature: _____ Date: _____

To be Completed By HR Employment Department <i>(HR Employment Department to notify current supervisor of employee's intent)</i>	
Date received in HR Employment Department: _____	Date copies distributed to current supervisor(s): _____

Information Below To Be Completed By Hiring Supervisor

Date Interviewed: _____ Selected Not Selected
(If employee will be resigning a position they must meet eligibility requirements for a transfer of 6 months of employment.)

Comments: _____

If hired: complete below information in place of full Status Change Form

Job Title: _____	Department No.: _____
New Status: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem <input type="checkbox"/> Temporary	
Shift hours: _____	
Pay Rate: \$ _____ Per _____	Effective Date of Change: _____
Hiring Supervisor Signature: _____	Date: _____
Director Signature: _____	Date: _____
Payroll Input: _____	Date: _____