

## APPLICATION FOR INTERNAL EMPLOYMENT

*\*This is the only form that will be accepted for employment application from Internal Applicants.  
This application must be completed in **FULL** to assist in determining the suitable candidate for the position.  
Incomplete applications will not be entered into the competition.\* Please print clearly.*

Internal Application					
Position Applied For:		Posting Location:			
Position Community:		Seniority Date:			
Personal Information					
Last Name:		First Name:			
Home Phone:		Alternate Phone(s):			
E-mail Address:					
Current Employment History with WWC					
Position Held	Department – Facility/Agency	Permanent or Temporary	Full-time, Part-time or Casual	Start – End Dates	
Background Information				Yes	No
Do you have any relatives or friends employed at the location for which you are applying?					
Do you have any physical concerns with the position? (e.g. lifting/bending, repetitive work up to 50lbs)					
Do you have access to reliable transportation?					
Does your current Manager/Supervisor know you are applying?					
May we contact your current Manager/Supervisor for a reference? <i>(Note: this is only if you are the person selected for the job)</i>					
Tell us why are you are interested in a job change at this time? (Main reason)					
Describe your qualifications for this job. (List in point form). Please attach an updated resume.					
Currently cross-trained positions: <input type="checkbox"/> C.C. Eve, <input type="checkbox"/> C.C. Nights, <input type="checkbox"/> Cook, <input type="checkbox"/> Dietary, <input type="checkbox"/> Dishwasher, <input type="checkbox"/> Rec, <input type="checkbox"/> Reception, <input type="checkbox"/> RSA, <input type="checkbox"/> Landscaper, <input type="checkbox"/> Finance, <input type="checkbox"/> Housekeeping-Day, <input type="checkbox"/> Housekeeping-Eve, <input type="checkbox"/> Housekeeping-Nights					
List any educational or training courses you would like us to be aware of:					
What makes you the best candidate for this position?					
Are there any areas you could enhance your workplace performance and how would you achieve this?					
How is your attendance?					
In the past 6 months has your supervisor discussed any performance issues with you? If so, please advise about the current status.					
Are there any obstacles that could prevent you from assuming this position by the required date?					
Do you have any additional information or comments?					
What is the most suitable time for you to be interviewed?					

***Thank you for your interest in this posting!***

You will be contacted by the hiring manager if you are selected for an interview. If you are not selected at this time, please re-apply again in the future when another position becomes available.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**EMAIL:** Print and fill out this form, then scan and email it to [tara.drews@westwindscommunities.ca](mailto:tara.drews@westwindscommunities.ca)  
**OR, FAX** the completed application to Human Resources at 403-652-8608, **OR, MAIL/INTEROFFICE MAIL:** Send the completed application to Human Resources – Corporate Office, 833-9 Street SW, High River, AB, T1V 1C3