

JOB BID FORM

Employee:

Date:

Current Department:

Current Supervisor:

Job Applying For:

Department:

Please list your qualifications:

Please list any other qualifications, such as degrees, licenses, etc.:

Employee signature:

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TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT

Date of employee's interview:

Did the employee get the job? Yes No

In not, reason the employee didn't get the job:

Has the employee's supervisor been notified? Yes No

Has the employee been notified? Yes No

Human Resource representative's signature: