

**COVENANT HOSPICE**  
**Employee Request for \*New Position, \*Promotion or Transfer**

Covenant Hospice is committed to providing the opportunity for our employees to experience a satisfying career. We recognize that our people are our most important asset and encourage our employees to seek growth and promotion opportunities. Employees should utilize this form to apply through Human Resources for positions posted on the Job Vacancy Listing before the posting end date. HR will route the completed form to the hiring manager for their consideration. We wish you success!

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE WORK/CELL PHONE: \_\_\_\_\_

DATE OF EMPLOYMENT: \_\_\_\_\_

CURRENT JOB TITLE: \_\_\_\_\_

POSITION FOR WHICH EMPLOYEE IS APPLYING: \_\_\_\_\_

Please describe the reason you are applying for the above position: \_\_\_\_\_

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

Please describe your qualifications for the above position: \_\_\_\_\_

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

\*If applying for a new position or promotion, please attach your resume

I understand that if I am selected for the above position I will be required to successfully complete a 90-day probationary period in my new position. If I am unable to successfully fulfill the requirements of my new position I may not be able to return to my current position.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**We recommend that the employee request their current supervisor's signature below to promote open communications.**

Current Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

The current supervisor's signature above does not necessarily constitute a recommendation for new position/transfer/promotion.

NOTE TO HIRING MANAGER: If interested in this candidate, 1) review employee's HR file; 2) contact current supervisor for reference check

Received by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_