

# MANAGED RESOURCES, INC.

## INTERNAL JOB APPLICATION



Managed Resources Inc is dedicated to assisting employees to reach their professional goals. One of the tools Managed Resources makes available to employees in managing their career is through an internal job posting. This procedure enables current employees to apply for any available position. Internal job opportunities are Posted on the "Career Opportunities" section on our website and in our internal communications memos.

To apply for an opening:

**Step 1:** Ensure that you meet the following eligibility requirements.

- You have received a satisfactory annual review and your performance meets department standards.
- You have not had an employee counseling or corrective action within six months. You are not following a performance improvement plan for your current position.
- You meet the qualifications listed for the position on the job posting.

**Step 2:** Apply online.

Applications are available on our website at [www.managedresourcesinc.com](http://www.managedresourcesinc.com) by clicking on careers. Please attach your resume and your internal job application when you are ready to submit your application.

**Step 3:** Next steps

A recruiter will review your resume and then reach out to schedule an initial phone screening/interview.

# INTERNAL EMPLOYMENT APPLICATION

**Managed Resources is an Equal Opportunity Employer** - State and federal laws prohibit discrimination in employment because of race, color, national origin, ancestry, sex (including gender), religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state, or local law.

Personal information			
Name:(First and Last)		Today's Date:	
Phone Number:		Email Address:	
Current Position:			
Current Department:			
Current Manager:			
Position Applying For			
Position of Title:			
Department:			

**1. Please Indicate why you are interested in this position:**

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**2. Please describe your qualifications (your background and experience) that make you a good candidate for this position.**

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

Date \_\_\_\_\_