

# Internal Open Position Interest Form

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Current Location: \_\_\_\_\_

Employee ID Number \_\_\_\_\_ Phone# \_\_\_\_\_

Interested In:

\_\_\_\_\_ School

Posted Standard Hours: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Fax to 303-982-6704 before 4pm on the Closing Date.

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## This section completed by Food Service Facilitator

Date Received: \_\_\_\_\_

Applicant Selected: \_\_\_\_\_ Not Selected \_\_\_\_\_

Employee Notified: \_\_\_\_\_

Facilitator Approval \_\_\_\_\_

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## This section completed by Food Service HR Department

Physical Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Effective Date: \_\_\_\_\_

HR Sign Off: \_\_\_\_\_

Revised 6/16