



**Albany State University  
Human Resources Management  
Internal Job Application**

Albany State University is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

|                                |                            |                            |
|--------------------------------|----------------------------|----------------------------|
| <b>Position(s) Applied For</b> |                            | <b>Date of Posting:</b>    |
| <b>Current Position:</b>       | <b>Current Department:</b> | <b>Current Supervisor:</b> |
| <b>Last Name</b>               | <b>First Name</b>          | <b>Middle Name</b>         |
| <b>Address</b>                 | <b>City</b>                | <b>State Zip Code</b>      |
| <b>Telephone Number:</b>       | <b>Alternate Number:</b>   | <b>Date of Hire:</b>       |

Can you with or without reasonable accommodation perform the essential functions of this job? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES  NO

Describe your current qualifications for the position including education, skill, abilities, work habits and work experience (attach resume):

Explain why you are applying for this position:

**By signing below I am signifying that all information contained above is accurate, that I have read the job posting and you understand, are able and willing to perform the functions and duties of that position. I also understand that my qualification will be evaluated using the job minimum qualifications and that if my qualification are not comparable, I will be eliminated from the applicant process.**

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