

Application for Internal Posting

TO COMPLETE THIS INTERNAL APPLICATION FORM:

1. Complete form IN FULL. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
2. Complete one application form for each posting.
3. YOU MUST FULLY COMPLETE ALL OF THE EDUCATION, EXPERIENCE, AND SKILLS & ABILITIES SECTIONS TO BE CONSIDERED.

Posting Number		Position Title
	-	
6 digit posting number	-	3 letter extension

Personal Details

Name (Last name, First name)		Contact Phone Number	
Employee ID # (check pay statement)	Present Position Title	Email (Mandatory)	
Present Department/Unit and Site		Name of Present Manager/Supervisor	
Current Status	RFT <input type="checkbox"/>	RPT <input type="checkbox"/>	TFT <input type="checkbox"/> TPT <input type="checkbox"/> Casual <input type="checkbox"/>

QUALIFICATIONS – YOU MUST FULLY COMPLETE ALL THESE SECTIONS TO BE CONSIDERED.

1. Education / Training (Check the applicable education, indicate year and month you graduated and note the certifications that you hold.)

FOR NURSING POSTINGS, PLEASE INDICATE:	MONTH / YEAR	Certification(s) e.g. <i>High Acuity, Telemetry, Advanced Palliative Care Nursing etc.</i>
<input type="checkbox"/> Master Degree in Nursing <input type="checkbox"/> Bachelor’s Degree in Nursing/ <input type="checkbox"/> Psychiatric Nursing <input type="checkbox"/> Diploma in Nursing/ <input type="checkbox"/> Psychiatric Nursing/ <input type="checkbox"/> Practical Nursing <input type="checkbox"/> Other		

FOR NON-NURSING POSTINGS, PLEASE INDICATE:	MONTH / YEAR	Applicable Certification(s)
<input type="checkbox"/> Master Degree <input type="checkbox"/> Bachelor’s Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Other		

Application must be received by Recruitment by the closing time indicated on the job posting. You must respond within 3 days to a request for an interview.

⇒ Email to: VCHInternalApplications@vch.ca Remember the complete posting number (6 digits and the 3 letter extension - eg: 123456-xyz) in the Subject line of the message.

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2. Experience (in chronological order)

POSITION TITLE	SITE	DEPARTMENT	SPECIFIC PATIENT POPULATION	DATES EMPLOYED From / To	Full Time / Part Time or Casual
<i>e.g. Registered Nurse, Med/Surg</i>	<i>e.g. LGH</i>	<i>e.g. Ortho</i>	<i>e.g. Pre & Post Op. Ortho/Surgical Patients</i>	<i>e.g. Dec 21, 2014 to Present</i>	<i>e.g. Full Time</i>

3. Qualifications (Education & Experience): Please explain how you meet the qualification requirements noted in the job posting.

4. Qualifications (Skills & Abilities): Please explain how you meet **each** of the unit-specific skills & abilities to work successfully in this position on this unit. Refer to Job Posting for Skills & Abilities

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