

STATE UNIVERSITY OF NEW YORK

Office of Human Resources

PO Box 6000 Binghamton, New York13902-6000

P: 607-777-2042; F: 607-777-4947

INTERNAL APPLICATION for Non-Competitive and Labor Class Promotion

This application is to be completed by <u>permanent</u> or <u>contingent permanent</u> Binghamton University employees only.

All other applicants should complete the HR-001 Binghamton University Employment Application.

See reverse side for additional information.

- All applications for promotion to non-competitive and labor class positions must be made on this form; no other forms will be considered.
- This form is to be completed by permanent or contingent permanent Binghamton University employees only.
- All other applicants should complete the Classified Service Application.
- In order to be considered for vacant positions, it is your responsibility to fill out this form completely, indicating a detailed description of all relevant experience, including dates, as well as any education received (degrees, certificates, diplomas).
- Be sure to study the posting and requirements listed carefully and to describe your experience to show you are qualified.
- Also be sure to indicate the posting number on the form, so we are clear for which position you are applying.
- Unfortunately, if the vacancy for which you are applying is not properly identified, your application may not be considered.
- Seniority for promotion is based on the length of service in the Operational Services Unit (OSU).
- Applications must be received in the Human Resources office (AD-244) by the date specified on the announcement of vacancy.
- LATE APPLICATIONS WILL NOT BE CONSIDERED.

Applicant Information	
Name:	
Address:	
City, State, Zip Code:	Phone:
<u>Current Work Information</u>	
Current Title: Shift:	Supervisor:
Seniority Dates: 1st Binghamton University Appointment Date:	Date to Current Title:
Do you have prior New York State Service? Yes No	
Application Information	
I am applying for the following position:	
Title:	Posting Number:

PLEASE CONTINUE TO THE NEXT PAGE

PA-81 (04/15)

INTERNAL APPLICATION for Non-Competitive and Labor Class Promotion

on the announcement of vacancy (include dates for emp	-,
(Attach resume an	d/or additional information if desired)
	in this application and certify that the information is correct and complete to false or misleading information may be grounds for disqualification or for ication.
Signature of Applicant	 Date