



INTERNAL APPLICATION AUTHORIZATION

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

IMPORTANT: Employees who have been in their current position for at least six-months may apply for internal job openings. This may be waived with the consent of the employee’s manager and Human Resources. In order to apply for an internal position within CU Medicine, the applicant must be a CU Medicine employee with acceptable performance (i.e. not on a corrective action plan).

NOTE: As a current employee of CU Medicine, you must have this form completed, signed, and returned to Human Resources in order to be considered for internal employment opportunities. PLEASE PRINT, except for signature at the end of the authorization.

Applicant Name: _____ Current Job Title: _____
 Current Department: _____ Current Supervisor: _____

APPROVAL SIGNATURES	
Applicant’s Supervisor:	Date:
Human Resources:	Date:

APPLICANT SIGNATURE	
Applicant:	Date:

NOTE: Authorization will be valid for a period of 90 days from the date submitted.
 Eligibility may be confirmed with employee’s supervisor at any time.