



AFSCME EMPLOYEE (PLEASE SELECT ONE):

BID SHEET

INTERNAL APPLICATION

Name: _____

Current Position: _____

Current Department: _____

Current Shift: _____

Work Phone #: _____

Can you be contacted at work? Yes No

Home/Cell #: _____

Bargaining Unit: Clerical Maintenance
 Professional Para Professional

Bargaining Unit Seniority Date: _____

Position Bidding/Applying For: _____

County Seniority Date: _____

Hire Date (for Internal Applicants): _____

Bargaining Unit: Clerical Maintenance
 Professional Para Professional

Department: _____

THE FOLLOWING SECTION MUST BE COMPLETED

(A resume may be provided as **supporting documentation** to this **completed** form.)

List all qualifications for the position such as knowledge, skills, abilities, training, education and experience including, but not limited to, appropriate license and endorsements, if applicable. Please attach additional pages if needed.

Education or Coursework: _____

Experience: _____

Other: _____

Bid Received By

Employee Signature

Date

Time

Date

Time

ACTION TAKEN: (Check one, sign and date if applicable.)

Bid Award/Internal Application Selected (Employee and Department Head signature required)

- Lateral transfer (same job classification) to employee with the most bargaining unit seniority.
- Job transfer (same pay grade or lower) to the department employee with most bargaining unit seniority.
- Job transfer to the bargaining unit employee with most bargaining unit seniority.
- Promotion to most qualified employee. (If not most senior bidder then send a copy of bid sheet to Union.)
- Employee declined.

Bid Not Awarded/Internal Application Not Selected (Department Head signature required, check reason above or explain below.)

- Bidder/Internal Applicant does not meet minimum requirements. (HR sends copy of bid sheet to Union.)
- Other _____

Bid/Internal Application Withdrawn

Notification by: Phone Email In-person

Date: _____

Staff Initials: _____

Department Head Signature

Date

Employee Signature

Date