

Tips on How to Complete the Internal Application Form

- The job posting identifies the essential qualifications and duties required for the position. It is important that you understand and identify those requirements, and how they relate to your experience.
- Compare your qualifications to the qualifications required for the job for which you are applying.
- Once you have decided that you have the required qualifications and are interested in the job, please complete the Internal Application form. Please quote the competition number which can be found on the job posting.
- Please make sure your application is complete and accurate. The information you provide on your application and resume will be used to decide if you are qualified for the position. If you do not provide complete information on your qualifications related to the posted job, you will not be considered for the position.
- It is your responsibility to put your “best foot forward” and identify your qualifications, training and experience which relates to the posted job. We would ask that you also detail how many years experience you have in each of the listed qualifications.
- It is highly recommended that you submit a current resume in addition to the Internal Application form. This will assist in determining your eligibility.
- Completed applications and resumes can be sent to:

Commissionaires Nova Scotia
Attn: Christine Birchall, Human Resources Administrator
1472 Hollis Street
Halifax, NS B3J 1V2
(902) 444-8590 – Fax
cbirchall@commissionaires.ns.ca – e-mail

- You must submit a separate Internal Application form for each posted job you apply for.

*****Please Note*****

- For those who have been selected for an interview for the posted job, you will be required to submit references. If you are being considered for the position, you will be required to submit your immediate Supervisor’s name and daytime contact information for reference purposes.
- Members under Formal Warning will not be considered eligible for competitions until the discipline has expired, which is a period of 12 months (reference Policies & Procedures Manual).

For Office Use Only
Date Received: _____
Interview Date: _____
Interview Time: _____
Comments: _____

Internal Application Form

Please attach a current resume

Date: _____
(dd-mm-yyyy)

Competition #: _____

Daytime Contact #: _____

Last Name: _____ First Name: _____ Employee #: _____

Current Site #: _____ Current Site Name: _____

Position you are applying for: _____

Applicable Education (please print): _____

Applicable Training (please print): _____

Applicable Experience (please print): _____

Have you received a formal warning in the past 12 months?

Yes No

(Signature)