



## Internal Candidate Job Application for all CBS Open Positions

Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Current Position Start Date: \_\_\_\_\_

**TRUTH. TRAINING. TRANSFORMATION.**

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Date: \_\_\_\_\_

I understand that CBS wants to offer and encourage opportunity for current staff to develop and grow professionally. CBS also wants to be a place where staff members always feel appreciated for their high quality work and provide meaningful and challenging work. I understand that CBS Leadership intends to keep all internal job applicant information and interviews confidential for current staff and managers.

CBS wants all staff members to feel free and encouraged to apply for any open position that may appeal to their interest, special skills, and spiritual gifts. CBS wants staff members to feel safe in applying to new job openings, knowing that their current position will not be effected, if not selected.

I want to apply for the \_\_\_\_\_ position.

Does your current manager know that you are applying for this new position?

Do you want your current manager to know that you have applied for this new position?

If you answered NO, to either question above explain why.

Are you currently under any disciplinary action?

If YES, please explain the situation from your point of view.

The reason(s) I am wanting to pursue this new position? I checked all that apply to me.

New Opportunity/Challenge

Need a change in schedule

Better Alignment with my Skills/Interest

Family Needs

Salary Change

Institutional Growth

Different Work Environment

Expand Comfort Zone

Leadership

Other \_\_\_\_\_

Professional/Career Development

Out of all the reasons, I selected, this is the one reason that is most important to me and why?

I have the following skills and qualifications that I believe would help me be successful in this position?

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**Instructions:** Attach a current resume, Transcripts (for faculty positions only), and a cover letter that details why you think you would be a good fit for this position, plus any other documents that would be appropriate, or needed to evaluate your ability and qualifications. Email them all to **HR@CBSHouston.edu**.

I affirm that the facts set forth in this application and other employment documents attached are true and complete. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts shall be considered sufficient cause for not being considered for the new position and could result in disciplinary action, including termination of employment. I understand and acknowledge that this application neither is a contract of employment nor constitutes an order or acceptance of employment. Further, I understand that, if selected for this position, either party may terminate my employment at any time.

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Employee Signature