



AFSCME Employee Bid Application Form

HR Recruiting Form #10-02

Accompanies HR Policy # 2010 – 002

In compliance with the AFSCME collective bargaining agreement, current Cheyney University employees who are eligible, based on seniority, may bid on vacancies within **15 calendar days** of the job announcement. Eligible employees are defined as those **“in the classification immediately below the vacancy within the seniority unit.”**

Eligible employees wishing to bid for a posted internal vacancy must complete and submit the following within 15 calendar days of the date on the job announcement:

1. AFSCME Employee Bid Application
2. University application
3. Resume

Employees who are **not eligible to bid**, based on the previously stated guidelines, must submit to the Office of Human Resources **ALL** the documentation stated on the internal position announcement. In some cases, new transcripts AND recent letters of reference may be necessary. If an employment offer is made to an internal candidate, the Office of Human Resources will communicate with the employee which documents may be required to complete or update the employee’s personnel file.

Employee Name: _____ Phone: _____

Present Classification: _____

Currently employed in which department: _____

Classification for which you are applying: _____

Department: _____

Employee Signature: _____ Date: _____

The Office of Human Resources will acknowledge receipt of bid by sending a date stamped copy of this AFSCME Bid Application Form via inter-campus mail to the bidding employee.

Employee Bid Application received in Office of Human Resources by:

HR Staff: _____ Date: _____

02.08.10 mcf/HR