

Internal Application for Employment



This application is valid for the position opening you list below only. Any internal applicant wanting further consideration for other positions must reapply.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

This Internal Application is being submitted to Mid America Computer Corporation Human Resources which represents: Mid America Computer Corporation (MACC) and EnSite Incorporated. Any reference to MACC in this application shall apply to any of the above mentioned companies.

Position Applied For: _____ Date of Application: _____

Referral Source: MACC Website Employee Relative
 Human Resources Other (List Source) _____

Name _____
Last First Middle

Home Phone # _____ Work Extension # _____ Cell Phone # _____

Current Position: _____ Dept: _____

Start date of current position: _____ Hire Date: _____

Educational Background

High School Graduated GED High School: _____

College 13 14 15 16 Degree: _____

Advanced Degree(s): _____

Certifications, Skills, Training, Accomplishments

Please list all schools and classes you have attended that relates to career enhancement and professional training.

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MACC and Outside Employment History

List your last four (4) employers or assignments, starting with the most recent, including relevant military experience. Please exclude information which would reveal gender, race, religion, national origin, age, color, disability, or other protected status.

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
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		Final		
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
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Technical Experience

Category	Yrs. Exp		Yrs. Exp		Yrs. Exp	
Desktop Software		Desktop Publishing		SmartBear		Microsoft Outlook
		WordPress		Microsoft Access		Microsoft Powerpoint
		Adobe Creative Suite		Microsoft Excel		Microsoft Word
		Crystal Reports		Microsoft FrontPage		Windows 7 and up
Hardware		Fax Server		Network Switches		Server Admin
		Firewalls		Routers		Other: _____
		Installation & Setup		PC Repair/Upgrade		Other: _____
Networking		Active Directory		Layer2 (STP-VLAN)		Other: _____
		Cabling (Network Wiring)		TCP / IP		Other: _____
		LAN Server		Windows 2008 and up		Other: _____
Platform		Linux		OS/2		Other: _____
		MacIntosh		Windows		Other: _____
Programming		Ecrion		C#		.Net
		COBOL		Visual Basic		Powershell
		Delphi		Visual C++		Telerik
		ASP/ASP.NET		Java / Javascript / JQuery		Web Services (REST / SOAP)
		HTML / CSS		Model View Controller (MVC)		XML / JSON
Database		Microsoft Access		SQL Server		Other: _____
		Oracle		SQL 2008 and up		Other: _____
		Paradox				Other: _____

Technical Skills & Accomplishments

List all current certifications, licences, etc.

Describe your qualifications and skills for the work desired including types of equipment, hardware, software or machinery you can operate. Also list special accomplishments, certifications, training and other professional development.

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Personal Driving Record

This section is to be completed ONLY if the operation of a motor vehicle will be required in the course of the applicant's employment.

Have a valid driver's license?	Driver's license number:	Expiration date:	Issuing state:
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Statement of Understanding

I certify that the information contained in this internal application is true and complete and I understand, that if employed, false statements on this application shall be grounds for dismissal.

Mid America Computer Corporation (MACC) is an Equal Opportunity Employer. MACC does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

I understand that just as I am free to resign at any time, MACC reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of MACC has the authority to make any assurances to the contrary.

Signature of Internal Applicant _____ Date _____

Present Supervisor's Signature _____ Date _____

For Human Resources Department Use Only

Date in current position: _____

Performance Improvement Plan Yes No

Meets minimum requirements Yes No

HUMAN RESOURCES SIGNATURE DATE