

**INTERNAL APPLICATION**  
**for Non-Competitive and Labor Class Promotion**

*This application is to be completed by permanent or contingent permanent Binghamton University employees only.  
All other applicants should complete the HR-001 Binghamton University Employment Application.  
See reverse side for additional information.*

- All applications for promotion to non-competitive and labor class positions must be made on this form; no other forms will be considered.
- This form is to be completed by permanent or contingent permanent Binghamton University employees only.
- All other applicants should complete the Classified Service Application.
- In order to be considered for vacant positions, it is your responsibility to fill out this form completely, indicating a detailed description of all relevant experience, including dates, as well as any education received (degrees, certificates, diplomas).
- Be sure to study the posting and requirements listed carefully and to describe your experience to show you are qualified.
- Also be sure to indicate the posting number on the form, so we are clear for which position you are applying.
- Unfortunately, if the vacancy for which you are applying is not properly identified, your application may not be considered.
- Seniority for promotion is based on the length of service in the Operational Services Unit (OSU).
- Applications must be received in the Human Resources office (AD-244) by the date specified on the announcement of vacancy.
- LATE APPLICATIONS WILL NOT BE CONSIDERED.

Applicant Information

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

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Work Information

Current Title: \_\_\_\_\_ Shift: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Seniority Dates: 1st Binghamton University Appointment Date: \_\_\_\_\_ Date to Current Title: \_\_\_\_\_

Do you have prior New York State Service?  Yes  No

Application Information

I am applying for the following position:

Title: \_\_\_\_\_ Posting Number: \_\_\_\_\_



