



JOB POSTING APPLICATION

Position Title: Accounting Clerk- Central Office **Current Date:** _____

Employee Name: _____ **Current Position:** _____

Briefly describe your current job duties (principal duties and responsibilities, and major accomplishments over the last few years).

Summarize your employment history prior to your current job and any prior experience related to the open position. Attach current resume, if any.

Describe how your skills and work experience meet the requirements of the available position.

Why are you interested in a job change at this time?

Are there any problems or obstacles that could preclude you from assuming this position by the required date (including relocation problems)?

Employee Signature: _____ **Date:** _____

Completed *Job Posting Applications* should be sent to:
Cherish Landes E-mail: clandes@ahsonline.com Fax:: 512-236-1373