

PHMC JOB POSTING APPLICATION INSTRUCTIONS

Please read and complete all information required. Substitution of a resume for completion of this application is **NOT** acceptable. Please print in black ink or type. Make sure you and your immediate manager or supervisor sign and date the form before submitting.

TO BE ELIGIBLE TO POST, YOU MUST:

1. Be an active, regular full- or part-time employee of Fluor Hanford or one of its PHMC Subcontractors.
2. Meet the minimum time in current position requirements specified in HNF-PRO-021 or the HAMTC Agreement.
3. Obtain your immediate manager's or supervisor's signature. This signature acknowledges your posting and confirms that you have been in your current position the required amount of time.

GENERAL INFORMATION:

1. A separate Job Posting Application must be submitted for each position for which you apply. You must send two (2) signed copies of each application to Employment, H2-16.
2. If you have any questions or require assistance in completing the Job Posting Application, contact your immediate manager/supervisor or Human Resources.
3. Job Posting Applications are due to Employment by the closing date. Securely attach any additional sheets and/or your resume to the Job Posting Application if applicable.
4. Electronically transmitted forms will **NOT** be accepted. Your immediate manager's or supervisor's signature is required.
5. If you are a person with a disability and require an accommodation to participate in the posting process, please contact EEO at 376-9270.