



Supervisor Authorization Form

(Previously Position Vacancy Application)

In addition to your KCHA employment application and resume (if requested), **this form is required as part of your application materials when applying for a promotion or lateral move.** Your supervisor's signature acknowledges that you are performing satisfactorily or better in your current position and that your attendance is average or better.

Please complete the employee portion of this form and give to your supervisor for a signature. Once the form is signed you have several options:

1. Scan the form and upload/attach it to your application in the "Attachments" section in NEOGOV online application, or
2. Mail, fax or deliver to Human Resources by the application deadline.

Employee Section:

Employee Name: (Print): _____ Department/Region: _____

Current Job Title: _____ Position Applying for: _____

Job Number: _____

Signature: _____ Date: _____

Supervisor Section:

Supervisor's Name (Please Print): _____ Job Title: _____

Supervisor's Signature: _____ Date: _____

Comments (Not Required): _____

*Please forward to KCHA - Human Resources
600 Andover Park W
Seattle, WA 98188
Fax - 206-832-3777*