

Harvard University Dining Services

Internal Bid Form

Please use a pen and print clearly.

Name: _____ ID#: _____

Contact phone number: _____

Position applying for:

Unit: _____

Requisition #: _____

Job classification: _____

Number of hours: _____

Current Position:

Unit: _____

Job classification(s): _____

Number of hours: _____

Relevant Experience:

Classification: _____ Dates: _____

Classification: _____ Dates: _____

Other: _____

Signed: _____ Dated: _____

Applicant's Signature

Applicant Note: Completed forms must be submitted in person to your Manager or to HR.

ALL FORMS MUST BE EMAILED TO THE HIRING MANAGER AND HR.