**Internal Promotion Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Department:** |  | **Date:** |  |

1. **Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Sarah Johnson | Employee ID | EMP-1025 |
| Current Position | Marketing Coordinator | Current Department | Marketing |
| Date of Joining | 15-Jan-2021 | Contact Number | +1 555 876 4321 |
| Email Address | sarah.johnson@company.com | | |

**2. Promotion Details**

| **Field** | **Details / Sample Entry** |
| --- | --- |
| Position Applied For | Marketing Manager |
| Department | Marketing |
| Desired Effective Date | 01-Nov-2025 |
| Reason for Applying | Proven record in leading campaigns, mentoring junior staff, and exceeding quarterly targets. |
| Career Goals | To lead the marketing team and drive innovative brand strategies. |

**3. Educational Background & Experience**

| **Qualification** | **Institution** | **Year** | **Remarks** |
| --- | --- | --- | --- |
| BBA (Marketing) | University of Toronto | 2018 | Completed with Honors |
| MBA (Digital Marketing) | York University | 2020 | Distinction |
| Total Work Experience | 5 Years | — | — |

**4. Key Achievements**

| **Year** | **Project / Task** | **Outcome** |
| --- | --- | --- |
| 2022 | Brand Relaunch Campaign | Increased brand visibility by 40% |
| 2023 | Digital Ad Strategy | Boosted online conversions by 25% |
| 2024 | Team Leadership | Led 5-member team with 100% on-time deliverables |

**5. Supervisor’s Recommendation**

| **Field** | **Details** |
| --- | --- |
| Supervisor Name | Michael Brown |
| Title | Senior Marketing Manager |
| Comments | Highly dedicated employee with strong leadership potential. Recommended for promotion. |
| Signature |  |
| Date |  |

**6. HR Department Review**

|  |  |  |  |
| --- | --- | --- | --- |
| HR Officer Name |  | Recommendation | □ Approved  □ Not Approved |
| Remarks |  | Signature |  |
| Date |  |  |  |

**7. Management Approval**

| **Approved By** | **Title** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |

**Excel Formula Suggestions**

| **Purpose** | **Formula** | **Example** |
| --- | --- | --- |
| Calculate Employee Tenure | =DATEDIF(Start\_Date, TODAY(), "Y") | =DATEDIF("15-Jan-2021", TODAY(), "Y") |
| Auto-Fill Application Date | =TODAY() | Shows current date |
| Conditional Formatting | Highlight cells where “Recommendation = Not Approved” | Use rule: *Cell Value = “Not Approved” → Red Fill* |

**Notes**

* Attach updated **resume**, **recent performance reports**, and **manager’s evaluation**.
* Incomplete forms will not be processed.