

Human Resources Department

TRANSFER REQUEST FORM

DATE:

TO:

Human Resources Department

FROM:

RE:

Transfer Request

I request to be considered for a transfer from:

Department/Division: _____

Job Classification: _____

to the following:

Department/Division: _____

Job Classification: _____

Please check one of the following:

A current recruitment is in progress

Please keep my transfer request on file for a period of one year from the date of the request form.

Attached is a completed job application. If required by the job announcement (if applicable): the supplemental questionnaire and/or copies of certificates are also attached.

(For Human Resources Use Only)

Employee Meets the Minimum Qualifications for the transfer request: Yes No

Recommendation made to HR Director and Department Head Yes No

Employee Scheduled for Informal Interview with Department Yes No

Transfer Request to be kept on file until: _____

Comments: _____

