

JOB POSTING AND TRANSFER REQUEST

Directions for Job Posting Application: (1) Fill out Section I and II of this form; (2) Obtain supervisor's signature in Section III; (3) Return to Human Resources.

Name: _____ Work Phone/Ext.: _____ Date of Hire: _____

SECTION I: CURRENT EMPLOYEE INFORMATION	LOCATION:
Present Job:	Department:
Length of Time in Present Position:	
Present Employment Status: <input type="checkbox"/> Full-Time	
<input type="checkbox"/> Part-Time – Hrs/Week _____	

SECTION II: POSITION DESIRED	LOCATION:
Position Desired:	Department:
Status Desired	
<input type="checkbox"/> Full-Time	
<input type="checkbox"/> Part-Time – Hrs/Week _____	
<p>I am qualified for this position because I meet the education and experience requirements for the position. I understand that I must be in my current position for 6 months before applying for an open position and not have received any disciplinary actions within the past 6 months. Below is a summary of my qualifications for the position that was not included in my original application:</p>	
Education:	
Training or Experience:	
License or Certifications:	
Employee's Signature:	Date:

Section III: ACKNOWLEDGEMENTS	
Accrued Point Balance:	
Supervisor's Acknowledgement:	Date:
Received by Human Resources:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

In an effort to match the most qualified person to the job, applicants for transfer/job openings will be required to interview for the position. While every effort will be made to interview qualified applicants, requesting a transfer does not guarantee you will be interviewed for the opening.