

JOB POSTING AND TRANSFER REQUEST

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

Name: _____ Social Security Number: _____ Date of Hire: _____

Home Phone: _____ Work Phone/Ext.: _____

Section I: CURRENT EMPLOYEE INFORMATION		LOCATION:	
Present Job:		Department:	
Length of Time in Present Position:		Current Shift: First Second Third Other	
Present Employment Status:	Full-Time	Part-Time – Hrs/Week _____	
	Weekends – Hrs/Week _____	Temporary – Hrs/Week _____	
	PRN – Hrs/Week _____	Other	

Section II: POSITION DESIRED		LOCATION:	
Position Desired:		Department:	
Shift Desired: First Second Third Other			
Status Desired:	Full-Time	Part-Time – Hrs/Week _____	
	Weekends – Hrs/Week _____	Temporary – Hrs/Week _____	
	PRN – Hrs/Week _____	Other	

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. Below is a summary of my qualifications for the position that was not included in my original application:

Education:

Training or Experience:

Licenses or Certifications:

Employee's Signature: _____ **Date:** _____

Section III: ACKNOWLEDGMENTS	
Supervisor's Acknowledgment:	Date/Time:
Received by Human Resources:	Date/Time:
Any attendance, disciplinary and/or performance improvement plan within the previous 12 months: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain: _____	

Section IV: ACTION TAKEN	
After reviewing all candidates for this position, the following action was taken: You were selected for the position. You did not meet the minimum requirements for the position. Another candidate was selected for this position.	
Comments:	
Human Resources Signature:	Date:

In an effort to match the most qualified person to the job, applicants for transfer/job openings are screened for qualifications by the Human Resources Department and the Requisitioning Department. While every effort will be made to interview qualified applicants, requesting a transfer does not guarantee you will be interviewed for the opening.