

Employee Transfer Request Form

A) Employees, please complete this section and forward to your supervisor.

Employee Name: _____

Present Position: _____

Program: _____

Position Applying For: _____

Program: _____

In the space below, please explain why you are interested in this position and the skills or training you possess which makes you a good candidate. Attach a copy of your current resume. (If more space is needed, please attach a separate page).

- I understand that I must be in my current position for 1 year prior to requesting a transfer to another position/program.
- I understand that my current and former Managers and Supervisors will be contacted to provide a reference regarding my work history and performance, and I release Family Service from all liability.
- I authorize review of my personnel file by hiring managers and supervisors, and release Family Service from all liability.
- In accordance with Family Service Personnel Policy, I understand that other applicants will be considered for this position and that my application for this position is in no way a guarantee of a job offer.
- I understand that employees who transfer to a new position shall undergo another provisional period in that position.

Employee Signature: _____ **Date:** _____

B) Supervisor, please complete this section and submit to Human Resources.

Check One:

- This employee is in good performance standing and should be considered for the opening indicated above. I am prepared to provide a positive reference for this individual.
- I am unable to endorse this individual fully due to the reasons stated below; however, I feel in all other respects they should be considered. (If more space is needed, please attach a separate page)

Supervisor's Signature: _____ **Date:** _____

For Human Resource Use Only

Date Paperwork Received: _____ Interview Date: _____