

**SAM HOUSTON STATE UNIVERSITY
STAFF TRANSFER JOB APPLICATION FORM**

Name: _____ SAM ID #: _____ Ext: _____

Email Address: _____

Present Position

Title: _____ Length of Service: _____

Department: _____ Supervisor: _____ Ext.: _____

Job Opening

Requisition #: _____ Title: _____ Department: _____

List experience and skills relevant to the position being applied for. Please attach a current resume or an updated application for further information.

Employee Signature: _____ Date: ____/____/____

Type of Transfer (check one): Promotion Lateral Downward

(Reference HR Policy WS-2 for explanations of transfer types.)

SAM HOUSTON STATE UNIVERSITY IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

HR USE ONLY

Vacation balance: _____

Ovt-Comp balance: _____

Eqv-Comp balance: _____