

## 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:	
<b>Present Job:</b>		<b>Department:</b>	
<b>Length of Time in Present Position:</b>		<b>Current Shift:</b> First Second Third Other	
<b>Present Employment Status:</b>	Full-Time	Part-Time – Hrs/Week _____	
	Weekends – Hrs/Week _____	Temporary – Hrs/Week _____	
	PRN – Hrs/Week _____	Other	

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

Yes  No I have completed the on-line Taleo application for this position. (Internal applicants must complete the Taleo application to be further considered for an open position.)

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	
<b>Supervisor's Acknowledgment:</b>	<b>Date/Time:</b>
<b>Received by Human Resources:</b>	<b>Date/Time:</b>
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.	
<b>Comments:</b>	
<b>Human Resources Signature:</b>	<b>Date:</b>

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.