



**Transferring to Different Position Request Form**

**To be completed by employee:**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Current Department: \_\_\_\_\_ Current Position: \_\_\_\_\_

Length of Service in Current Position: \_\_\_\_\_  
Enter Length in Years and/or Months

***I wish to be considered for the following open position:***

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**Updated Background Information:**

Education: \_\_\_\_\_  
Enter highest educational level/degree attained

Relevant Work Experience: \_\_\_\_\_  
List relevant experience, skills here

**Former Employers:**

List Employer and Dates of Employment: \_\_\_\_\_

List Employer and Dates of Employment : \_\_\_\_\_

**References:** List Names and Contact Information for 2 current references.

Reference Name, Contact Information: \_\_\_\_\_

Reference Name, Contact Information: \_\_\_\_\_

**For exempt positions, please include a resume and cover letter.**

Signature: \_\_\_\_\_

**To be Completed by Human Resources:**

DOH: \_\_\_\_\_

If less than 1 year, need Provost/VP approval (for current position):

DOH in current position: \_\_\_\_\_

If less than 6 months, need Provost/VP approval (for current position):

HR Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**To be Completed by Provost/Vice President (if necessary):**

Request to apply to transfer: approved  denied

Reason: \_\_\_\_\_ Provost/VP Initials: \_\_\_\_\_ Date: \_\_\_\_\_