

Transfer Request Form

Complete and attach the TRF either to a current resume or a completed application

Employee: Complete and forward to Human Resources

Human Resources: Review and check for eligibility. Forward eligible requests to hiring manager

Hiring Manager: Please return signed form to Human Resources following interview with employee

Position Applied For _____ Job Posting Date: _____

Current Position: _____ Current Supervisor: _____

Last Name: _____ First Name: _____ Middle Name: _____

Telephone Number: _____ Alternate Number: _____ Hire Date: _____

Can you with or without reasonable accommodation perform the essential functions of this job? (If you have any questions about the functions of the job, please ask the HRM before answering this question) ☐ Yes ☐ No

Describe your current qualifications for the position including education, skill, abilities, work habits, and work experience (attach resume):

Please explain why you are applying for this position:

By signing below you signify that all information contained above is accurate, that you have read the job posting and you understand, are able, and willing to perform the functions and duties of that position. I understand that requesting a transfer allows the hiring manager to review my previous performance evaluations and disciplinary actions.

Employee Signature: _____ Date: _____

Supervisor Signature _____ Date: _____

Human Resources

- | | | |
|--|---|--|
| <input type="checkbox"/> Eligible for Transfer/Promotion | <input type="checkbox"/> Meets Minimum Qualifications of the Position | <input type="checkbox"/> No Written Disciplinary Actions in last 12 months |
| <input type="checkbox"/> Not Eligible for Transfer/Promotion | <input type="checkbox"/> Does Not Meet Minimum Qualifications | <input type="checkbox"/> Written Disciplinary Actions in last 12 months |

Human Resources Signature: _____ Date: _____

☐ Hired other internal candidate ☐ Hired external candidate

Interview Date: _____ Hire? ☐ Yes ☐ No, comments _____

Hiring Manager's Signature: _____ Date: _____

Pulaski Technical College is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws.