

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

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

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 | |
|--|-------------------|
| Supervisor's Acknowledgment: | Date/Time: |
| Received by Human Resources: | Date/Time: |
| 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. | |
| Comments: | |
| Human Resources Signature: _____ | Date: _____ |

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.