## Request For Transfer Or Promotion

## Fill Out Both Sides Of This Request

Requests must include a job history and listing of applicable skills and experience.

Requests submitted without this information will not be considered.

Today's Date:	Phone Number:
Employee: Name:	Hire Date:
Present Position:	Manager:
Position That You Are Applying For:	
Reason for Request: Check Th	ose That Apply
□Different Type of Work □Different	Hours \( \square\) Different Department \( \square\) Dissatisfied with present job
□ Other – Explain	
Have you been in your current position	n at least 1 year?
Have you had any Performance Impro	vement issues occur in the last 12 months??              Yes    No
Have you been excessively absent or la	te during the past 12 months?
Did you receive a rating of "unsatisfac criteria on your last evaluation?	tory" or "approaching standards" on any of the evaluation  \[ \sum Yes  \sum No \]
**** <u>Managers have discussed a</u>	and agreed upon terms for transfer and transition****
Employees Signature:	
Managers Signature:	Date
Receiving Managers Signature	
□ Accepted Date	Denied Date

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