

EMPLOYEE INFORMATION

Full Name: _____ Date: _____

Last First M.I.

Address: _____

Street Address Apartment/Unit #

City State Zip

Phone: (____) _____ E-mail Address: _____

 Cell Home

Current Position: _____ Current Location/Department: _____

Supervisor: _____ Title: _____

Current Salary: _____ Desired Salary: _____

POSITION APPLYING FOR

Position: _____ Department: _____

Ad Source: _____

*Please indicate why you are interested in this position:**Briefly describe your qualifications for the position, including education, skills, abilities and work experience (**attach resume**).***EMPLOYEE'S STATEMENT**

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this form for my request for transfer as it may be necessary in arriving at a decision. I understand that this form is not intended to be a contract of employment. I must notify my supervisor I have submitted an internal transfer application. My Supervisor must complete the supervisor's statement and sign as indicated in order for my application to be considered. I understand that any false, inaccurate or misleading information contained on my form or provided by me during my interview will result in denial of a transfer.

Employee Signature: _____ Date: _____

Supervisor's Statement:

Is this employee's performance satisfactory? Yes: _____ No: _____

Supervisor Signature: _____ Date: _____

Department Head: _____ Date: _____

**Please return all paperwork to the Human Resources Department
Eligibility and Procedure for Internal Transfer Request**

Eligibility to Request a Transfer:

1. A newly hired employee must have been employed by ADLA for six months in order to be eligible to apply for transfer. *Unless approved by Senior Director of Human Resources.*
2. The employee must have a “Meets Expectation” rating on his/her most recent Performance Evaluation.
3. The Employee must not be currently assigned a Work Improvement Plan.

Note: Any exceptions to the above eligibility requirements must be approved by the Senior Director of Human Resources.

Procedure for Transfers:

1. Complete this form, along with supervisory signatures, and submit it to Human Resources.
2. Human Resources will review the eligibility requirements and forward this form to the supervisor for the position to which the employee has applied.
3. The supervisor will conduct an interview and site visit, if appropriate, with the interested applicant.
4. A determination will be made and the employee informed of the decision by Human Resources.
5. If the transfer request is approved, the current supervisor and new supervisor will determine, together, when the transfer will become effective.

To be completed by Human Resources

Date Application Received: _____ By: _____

Interview Date: _____ Time: _____

To be completed by Interviewer

Interviewed by: _____ Title: _____

Outcome of Interview: Position offered? Yes _____ No _____

Comments: _____
