

INTERDEPARTMENT TRANSFER

(You may include military service as part of your employment history).

1	Name Position requesting to transfer to:	
	List and describe any training or experience that you feel may be useful for us to know in evaluating your application.	

APPLICANT STATEMENT

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

SIGNATURE	Do not sign until you have read the above applicant statement. The information that is provided in this Application for Interdepartmental Transfer is true, correct and complete. Any misstatement or omission of fact on this application may result in my dismissal.	
	I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.	
	_____	_____
	Date	Signature

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Arranged Interview	Yes	No	
Remarks	_____		
	_____ / _____ / _____		
Interviewer			Date
Employed	Yes	No	Date of Employment _____ / _____ / _____
Job Title	_____	Dept.	_____ Hourly Rate/Salary _____