

## JOB TRANSFER & PROMOTION APPLICATION

**INSTRUCTIONS:** Employees interested in applying for a job transfer or posted position, please complete the following form and return to Human Resources (*fax to 760-762-7194*). Upon receipt, your application will be reviewed and considered based on your qualifications and experience.

Name: \_\_\_\_\_ Payroll ID: \_\_\_\_\_

Current Department: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Current Supervisor: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Current Position: \_\_\_\_\_

**Please complete below with a list or brief description for each:**

**Education/Special Courses/Certifications:**

**Current Skills:**

**Experience/Work History:** (\* see below)

**I desire to transfer or be promoted because:**

**In accordance with Article VIII, Section 5 of the Collective Bargaining Agreement, I am requesting (choose one)**

☐ TRANSFER or ☐ PROMOTION from my area to any of the following:

	Position (as listed on Job Posting)	Department
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

**If requesting TRANSFER utilizing seniority, please indicate SHIFT preference(s):** ☐ DAY ☐ SWING ☐ GRAVE  
*The SHIFT preference should be indicated prior to actual job posting.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\* Attach resume, documentation or other information you would like to have considered (maximum of 2 pages).*

Received in HR by: \_\_\_\_\_

Date Received in HR: \_\_\_\_\_