

# EMPLOYEE SERVICES DEPARTMENT

## Request for Transfer

\*M&O\*

A maintenance & operations employee may file a request for transfer at any time during the fiscal year. The request will remain in effect for the duration of the fiscal year. A transfer request will be processed prior to the position being advertised.

<b>Name</b>		<b>Phone Number/Home</b>			<b>Phone Number/Work</b>				
<b>Social Security Number</b>		<b>Please Check the Desired Location:</b>	CGCC	DSSC	EMCC	GCC	GWCC		
<b>Current Job Title</b>		MCC	PCC	PVCC	RSCC	SCC	SMCC		
<b>Current Location</b>		<b>Desired Shift: (Check all that apply)</b>			<u>1st</u>	<u>2nd</u>	<u>3rd</u>		
<b>Signature</b>	<b>Today's Date</b>	<b># of Months: (Check all that apply)</b>			<u>12</u>	<u>10</u>	<u>9.5</u>	<u>9</u>	
		<b>Desired Hours: (Check all that apply)</b>			<u>Day</u>	<u>Evening</u>	<u>40</u>	<u>30</u>	<u>20</u>

### INSTRUCTION:

- Complete the form.** Complete all sections of this form, printing or typing. Date and sign the form. Complete an employment application.
- File the request.** Send or deliver this form, along with application to Employee Service Department, DSSC. The request for transfer is considered property filed only after it has been date stamped as received by an Employee Services Department staff member.
- Renew the request.** If you wish to renew your transfer request for an additional year, you must submit a new *Request for Transfer* Form and submit a new completed employment application.

**NOTE:** If you change positions after this transfer request has been filed, you must file a new transfer request, reflecting your new positions.

**Please do not write below this line. For Employee Services Department use only.**