

Name: _____ Employee I.D. # (required): _____
Telephone #: _____ Email #: _____ Date: _____

Please note that you must provide current contact details. If we are unable to reach you via the details provided, you may miss the opportunity for an interview.

I would like to apply a specific job posting only*:

Job Posting #: _____ Job Posting #: _____
*Request for Transfer will be applied to Job Posting # as requested but will not remain on file for subsequent

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I would like to be considered for a transfer to the following unit :

Position Title:	Unit:			Campus:		
Status of Position Applying For (check all that apply)						
Permanent:	F.T.	P.T.	Job-Sharing	F.T. Support	P.T. Relief	Other
Temporary:	F.T.	P.T.	Job-Sharing	F.T. Support	P.T. Relief	Other

Position Title:	Unit:			Campus:		
Status of Position Applying For (check all that apply)						
Permanent:	F.T.	P.T.	Job-Sharing	F.T. Support	P.T. Relief	Other
Temporary:	F.T.	P.T.	Job-Sharing	F.T. Support	P.T. Relief	Other

Position Title:	Unit:			Campus:		
Status of Position Applying For (check all that apply)						
Permanent:	F.T.	P.T.	Job-Sharing	F.T. Support	P.T. Relief	Other
Temporary:	F.T.	P.T.	Job-Sharing	F.T. Support	P.T. Relief	Other

PLEASE NOTE:

This Request for Transfer Form will be valid:

- a) from date of submission of this form to Human Resources until December 31st of the current year OR
b) until you are successfully transferred into one of positions requested on this form.

Please notify Human Resources in writing if you wish to withdraw this request.

A new Request for Transfer **must** be submitted each calendar year.

Request for Transfer need not be considered until the completion of a minimum of 6 months of continuous service on your present area of assignment.

Please attach a current resume to this request.

Once you have completed the form, please click the "Submit" button below to send the completed form via email and attach your resume

OR

Use the "Print" button to print a copy and Fax or Drop off at Human Resources
Fax: 905-521-6027