



INTERNAL TRANSFER REQUEST FORM

Instructions: Employee's requesting transfer must complete section one and present to their current supervisor for signature. The supervisor will add their signature in section two acknowledging the request. Employee will then send the document, along with an updated resume to recruiting@lscctx.org

Section I-To be completed by employee:

Name:	
Phone Number:	Email Address:

Current Employee Information

Present Job Position:	Length of Time in Present Position:
Desired Position:	Desired Location:

I have attached a current resume to this request: Yes No

I am qualified for this position because I meet the education and experience requirements for the position. I understand that I must be in my current position 6 months or more and have successfully completed the designated introductory period before applying for an open position. Any exceptions from tenure or the evaluation requirement will need approval from the Director of Human Resources

Employee Signature:
Date:

Note: In an effort to match the most qualified person for the job, applicants for transfer/job openings are screened for qualification by the Human Resources Department and by the department hiring for the position. While every effort will be made to interview qualified internal applicants, requesting a transfer does not guarantee you will be interviewed or selected for the opening.

Section II-To be completed by supervisor:

Supervisor's Signature:
Date:

Section III-To be completed by Human Resources:

Received by Human Resources	Date:
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Employee meets 6 month requirement in current position and has had no attendance, disciplinary and/or performance improvement plan within the previous 12 months?

Yes No

HR Approval:	Signature:	Date:
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