



## Request for Management Transfer

**Step 1: Submit form with your application by the final filing date indicated on the transfer notification.**

Applicant Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

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

Current Assignment Location:  ARC  CRC  DO  FLC  SCC  Other:

My current assignment includes the following (brief description and/or attach resume):

I hereby request a transfer to  ARC  CRC  DO  FLC  SCC  Other:

Vacant Position Title: \_\_\_\_\_ Posting #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applying to the Job Posting Online:** Transfer requests are given full consideration but are not guaranteed. If the transfer is denied and you do not wish to be considered in the regular pool, you will need to withdraw you application from the posting using the online application system.

**Step 2: Human Resources forwards to the appropriate College President or Chancellor.**

Date Forwarded: \_\_\_\_\_

**Step 3: College Review and Notification to Human Resources.**

At this time, the transfer request is being:

- Recommended pending Board approval with a start date of \_\_\_\_\_
- Denied and referred to the general hiring process with all other applicants.

Chancellor/President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 4: Human Resources notifies the requesting party of transfer request outcome.**

Vice Chancellor, HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_