

Transfer Request Form



Office of Human Resources
90 Quaker Hill Road
Unity, ME 04988
(207) 948-3131

Eligibility requirements for a transfer:

- 1) Employee must occupy current position for at least 3 months.
- 2) Employee must be in good standing (not on performance probation)
- 3) Employee should read the job qualifications to ensure that they meet the minimum qualifications.
- 4) Complete a Transfer Request Form. Attach the same application materials requested of external applicants (may include an updated resume', cover letter or application for employment) and have current supervisor approve the application before submitting to the Human Resources Department.

Name: _____ Current Job Title: _____

Position Applying For: _____

Describe your qualifications for the position including education, skill, abilities, and work experience:

Describe why you are applying for the position: _____

Employee Signature: _____ Date: _____

CURRENT SUPERVISOR I approve do not approve this request.

Has employee been in current position at least 3 months: yes no

Comments: _____

Current Supervisor Signature: _____ Date: _____

HUMAN RESOURCES OFFICE

Note special hiring considerations or potential conflict of interest, in any:

Dir. of Human Resource Signature: _____ Date: _____