

VAL VERDE REGIONAL MEDICAL CENTER-HUMAN RESOURCES INTERNAL APPLICATION-TRANSFER REQUISITION

Internal employees requesting consideration for vacant positions are evaluated according to the job requirements of the posted position. To qualify for a transfer, internal employees:

- Must have completed (6) months of employment in current position.
- Must be on active status, not on a leave of absence and not with a resignation in process.
- Must be void of any corrective action in the previous six months.
- Must successfully pass any screening processes required for the position of interest, including but not limited to background investigations, reference checks, drug screens, and skills assessments if applicable.
- Must communicate desire to transfer with current supervisor which includes their signature on this form.
- Submit Internal Application-Transfer Form to HR.

Employee Information (to be filled out by employee)

EMPLOYEE NAME	CURRENT DEPT.	CURRENT POSITION	HIRE DATE
CURRENT SUPERVISOR	SUPERVISOR PHONE	EMPLOYEE PHONE	EMPLOYEE EMAIL

Posting Information (To be filled out by employee)

POSITION REQUESTING CONSIDERATION FOR	DEPARTMENT

Based on your work experience and education, what are your qualifications for the position(s) you are requesting consideration for? (Be specific)

You may attach a resume and any performance related documentation relevant to the position(s)

CURRENT SUPERVISOR SIGNATURE **DATE**

EMPLOYEE SIGNATURE **DATE**

HR SIGNATURE **DATE**

HR USE ONLY

INTERVIEW DATE: _____

SELECTED: YES NO

EMPLOYEE NOTIFIED: YES NO

PERS. ACTION FORM INITIATED YES NO

TRANSFER DATE: _____

OLD PAY RATE/GRADE: _____

NEW PAY RATE/GRADE: _____

NEW JD SIGNED YES NO