

Internal Application - Request for Transfer Form

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Wheeling, WV 26003



It is the responsibility of the employee to accurately complete this form to be considered for transfer.

Employees are welcome to submit an up-to-date resume with the Request for Transfer Form. Employees submitting additional documents with this request must ensure those documents are submitted with this form.

Please direct any questions regarding job competitions to Human Resources (contact opportunities listed above).

Employees must be listed on the approved eligibility listing for the position they are applying for.

NOTE: Employees must complete a Request for Transfer Form for each position they are interested in applying for.

Applicant Information:

First Name:		Last Name:	
Home Phone #:		Cell Phone #:	

Current Position:

From:	To:	Position Title ¹	Department	Manager Name

Transfer Position Information:

	Position Title	Department	Manager Name

Terms and Conditions:

- By signing below, I agree that I have read and understand the job posting for this position and I confirm I meet the minimum requirements.
- I understand that I must be physically capable of performing the essential responsibilities of this role.
- I understand that if I am applying outside of my current classification, I must be listed on the eligibility list per the Municipal Civil Service testing process.
- I hereby declare that the information contained on this form and attachments to be true and complete.
- I understand that application for transfer does not guarantee transfer and that I may be subjected to an interview process.

Signature:

	Printed Name	Date	Signature