

**Georgetown University
University Human Resources
Transfer Request**

This transfer form is to help Human Resources staff readily identify that you are an internal applicant. You are requested to submit it for each position for which you apply.

Position Applying For (Job #/Title):
Employee Name (Last, First, M.I.):

Current Status

Job Title:		Department:	
Grade:	Salary:	Years in Current Position:	
Phone (H):	Phone (W):	E-mail:	Pager:

Why are you interested in this position?

How did you learn of this vacancy?

List any relative(s) working for GU (Name and Department):

I have read and understand the following information:	
1.	I wish to be considered for a vacant position and I am submitting this transfer form with an application or cover letter and resume.
2.	I am submitting a separate transfer package for each vacancy for which I wish to be considered.
3.	I am encouraged to submit my last annual evaluation with this application. The last evaluation and additional information from my personnel file may be shared with a selecting department.
4.	I will be contacted only if the selecting department is interested in interviewing me.
5.	Prior to being offered a position, my current department may be contacted for a reference by the selecting department.
_____	_____
Applicant's Signature	Date

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