

EMPLOYEE TRANSFER REQUEST

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INSTRUCTIONS: It is the policy of the City of Decatur to offer employees, who meet the position eligibility requirements, the opportunity to apply for open positions within the organization. Available positions are posted on the City of Decatur website.

To be eligible for consideration an employee must:

- Be employed in their current position for at least twelve (12) months and satisfactorily completed their probationary period
- Have an overall rating of ‘Satisfactory’ on their most recent performance review
- Have not been issued Corrective Action or placed on a Performance Improvement Plan in the last twelve (12) months

To apply for an open position complete the Application for Employment, Employee Transfer Request, attach a current Resume, and submit to Human Resources. Once all application materials have been received and reviewed, HR will forward to the prospective hiring team.

NAME _____ DATE _____
Last first M.I. Employee #

POSITION APPLYING FOR: _____ DEPARTMENT: _____

CURRENT JOB TITLE: _____ DEPARTMENT: _____

SUPERVISOR: _____ ORIGINAL HIRE DATE: _____

REASON FOR TRANSFER REQUEST:

I UNDERSTAND THAT JOB OPENINGS ARE AVAILABLE TO CURRENT EMPLOYEES WHO MEET ALL ELIGIBLE REQUIREMENTS. I AUTHORIZE DISCLOSURE OF ANY AND ALL EMPLOYMENT RELATED INFORMATION. THIS MAY INCLUDE ACCESS TO MY HR FILE AND/OR DIALOGUE WITH MY CURRENT SUPERVISOR.

 EMPLOYEE SIGNATURE DATE

 CURRENT SUPERVISOR SIGNATURE DATE