

Roger Williams University
Application for Transfer/Promotion

Name: _____ SS #: _____ - _____ - _____

Home Telephone: (____) _____ - _____ Work Extension (if applicable: _____

Address: _____ City: _____ State: _____ Zip Code _____

Present Position: _____ Department: _____

Position Applying for: _____ Department: _____

Hours: _____/week Shift: Days Evenings Nights Weekends

Do you meet all the prerequisite requirements of the posted position? YES NO

If NO, specify which requirement(s) you do NOT meet:

Reason for transfer:

List all skills, education and experience you have relative to the position you are applying for:

Are you related to anyone in this Department? YES NO

I understand that this application allows the hiring manager to review my personnel file and any employment offer will be contingent upon the hiring manager speaking with my current manager.

Employee Signature: _____ Date: ____/____/____

Acknowledgment of Receipt: _____ Date: ____/____/____

HR Representative