



INTERNAL TRANSFER/
PROMOTION REQUEST FORM
Human Resources Department

Name: SSN: Date:
(last 4 digits only)

I am applying for (check one): Transfer only Promotion only Transfer & Promotion

CURRENT POSITION

Department: Phone Extension:
Position Title: Grade: Step: FTE:

POSITION YOU ARE REQUESTING TRANSFER/PROMOTION TO

Department:
Position Title: Grade: FTE:

PLEASE DESCRIBE HOW YOU MEET MINIMUM QUALIFICATIONS FOR THE POSITION OF INTEREST

- ✓ Contact Human Resources for current job description or go to www.santarosa.edu/hr.
- ✓ If you do not possess the minimum qualifications exactly as stated in the job description for the classification of interest, submit a completed Classified Equivalency Application Form with this request form.
- ✓ If verification of minimum qualifications is not currently on file with Human Resources, please attach current verification (i.e. typing certificate for required minimum typing speed or transcripts for required minimum education).
- ✓ May attach additional pages as needed.

HUMAN RESOURCES DEPARTMENT USE ONLY

Date form received: _____
Date interviewed by department: _____
Location of interview: _____
Committee member names: _____
Special instructions to employee: _____
Offered position?: Yes No
Accepted position?: Yes No

PAF INFORMATION
"From" budget code: _____
"From" salary: _____
"To" budget code: _____
"To" salary: _____
Voluntary demotion? Yes No
Transfer/Promotion date: _____
Probationary Period: thru _____