



**INTERNAL TRANSFER/
PROMOTION REQUEST FORM**

ONLY (REGULAR) CLASSIFIED STAFF ARE ELIGIBLE TO APPLY FOR INTERNAL OPENINGS

Name: Date:

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

CURRENT POSITION

Department: Extension:

Position Title: Grade: Step: Time Base %:

POSITION YOU ARE INTERESTED IN BEIGN CONSIDERED FOR:

Department:

Position Title: Grade: Time Base %:

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 Equivalency Application Form with this request form
- Cover letter, resume, diversity statement, and transcripts (if applicable) must be submitted with this form
- May attach additional pages as needed

<i>HUMAN RESOURCES DEPARTMENT USE ONLY</i>	
Date form received: _____	PAF INFORMATION
Date interviewed by department: _____	"From" budget code: _____
Location of interview: _____	"From" salary: _____
Committee member names: _____	"To" budget code: _____
_____	"To" salary: _____
Special instructions to employee: _____	Voluntary demotion? <input type="checkbox"/> Yes <input type="checkbox"/> No
Offered position?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Transfer/Promotion date: _____
Accepted position?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Probationary Period (if applicable): thru _____

This page intentionally left blank.