



**INTERNAL TRANSFER/
PROMOTION REQUEST FORM**
Human Resources Department

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 BEING 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, transcripts (if applicable) and typing certificate (if applicable) must be submitted with this form
- 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 (if applicable): thru _____

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