

SAMFORD UNIVERSITY
Employee Transfer Application

To Be Completed By Employee
(Please send an updated resume along with this form to Human Resources)

Name:		Office Location:	Phone:
Current Position:	Date of Hire:	Time in Current Position:	Present Department:
Position Desired:	Date of Posting:	Department:	

Please State Your Qualifications For The Position You Are Seeking: (Do not put "See Resume")

Employee Signature:	Date:
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To Be Completed By Interviewer

Have you determined that this employee is in good standing or performing in an expected manner at present?

Are you familiar with this employee's previous attendance record?

Have you reviewed this employee's employee file in Human Resources?

Date Employee Was Interviewed?	Is Employee's Posting Accepted?	If Posting Was Accepted, Indicate Starting Date:
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If not, state reason:

Interviewer's Signature:	Date:	Phone:
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