



## LOCATION TRANSFER REQUEST

(TO BE USED ONLY FOR SAME POSITION/DIFFERENT LOCATION TRANSFERS)

Name _____	Office Phone _____	Date _____
Current Position: _____		Current Location _____
Location Requested: _____		

Please answer each of the following:

- Briefly explain why you are interested in transferring locations.
  
- How will the skills and abilities you have acquired make it possible for you to perform successfully at the new location?
  
- Do you have any suggestions for your current location which you feel might help the position?

Please feel free to provide any other information that you think is important.

## SUPERVISOR

Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Use Only:	
<input type="checkbox"/> <b>Transfer Request Approved</b>	
Location Assigned: _____	Start Date: _____
Executive Director Approval: _____	Date: _____
Fiscal Notified for budget purposes _____	Date: _____
<input type="checkbox"/> <b>Transfer Request Denied Reason:</b>	
_____	
_____	