

## TRANSFER REQUEST

*Candidate Instructions: Complete Section 1 and email to Sheriff@co.ontario.ny.us with a current resume.*

|   |   |  |  |
|---|---|--|--|
| <b>SECTION 1</b>  | <b>TO BE COMPLETED BY<br/>EMPLOYEE REQUESTING TRANSFER</b>                    | FULL NAME OF EMPLOYEE:   |  |
|   |   | EMAIL ADDRESS:   | PHONE NUMBER:                            |
|   |   | <b>TRANSFER REQUESTED FROM:</b>  |  |
|   |   | CIVIL SERVICE AGENCY:  |  |
|   |   | CURRENT EMPLOYER (COUNTY, CITY, TOWN, VILLAGE, SCHOOL DISTRICT OR OTHER)   |  |
|   |   | CURRENT JOB TITLE:   |  |
|   |   | I GIVE MY CONSENT FOR ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES TO ACQUIRE MY CIVIL SERVICE EMPLOYMENT RECORDS. |  |
|   |   | SIGNATURE:   | DATE:                                    |
|   |   | PRINTED NAME:  |  |
|   |   | <b>SECTION 2</b>   | <b>TO BE COMPLETED BY<br/>DEPARTMENT</b> |
| NAME OF COUNTY, CITY, TOWN, VILLAGE, SCHOOL DISTRICT OR OTHER:      |   |  |  |
| NAME OF DEPARTMENT:   |   |  |  |
| POSITION REQUESTING TO FILL:  |   |  |  |
| APPROVAL OF DEPARTMENT HEAD:  | DATE:   |  |  |
| PRINTED NAME OF DEPARTMENT HEAD:                                    | TITLE:  |  |  |
| (SPACE BELOW FOR USE BY ONTARIO COUNTY DIRECTOR OF HUMAN RESOURCES) |   |  |  |
| <b>SECTION 3</b>  | ONTARIO COUNTY DIRECTOR OF HUMAN RESOURCES ACTION:                            |  |  |
|   | <input type="checkbox"/> APPROVED<br><br><input type="checkbox"/> DISAPPROVED |  |  |
|   | BY:   | TITLE:   | DATE:                                    |