

## **TRANSFER REQUEST**

*Candidate Instructions: Complete Section 1 and send to the Appointing Authority with a current resume.*

<b>SECTION 1</b>	<b>TO BE COMPLETED BY 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 DEPARTMENT</b>	<b>TRANSFER REQUESTED TO:</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:  <div style="margin-left: 40px;"><input type="checkbox"/> APPROVED  <input type="checkbox"/> DISAPPROVED</div>			
	BY:	TITLE:	DATE:	