

**Georgetown University  
University Human Resources  
Transfer Request**

**This transfer form is to help Human Resources staff readily identify that you are an internal applicant. You are requested to submit it for each position for which you apply.**

Position Applying For (Job #/Title):
Employee Name (Last, First, M.I.):

**Current Status**

Job Title:		Department:	
Grade:	Salary:	Years in Current Position:	
Phone (H):	Phone (W):	E-mail:	Pager:

Why are you interested in this position?

How did you learn of this vacancy?
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List any relative(s) working for GU (Name and Department):

I have read and understand the following information:	
1.	I wish to be considered for a vacant position and I am submitting this transfer form with an application or cover letter and resume.
2.	I am submitting a separate transfer package for each vacancy for which I wish to be considered.
3.	I am encouraged to submit my last annual evaluation with this application. The last evaluation and additional information from my personnel file may be shared with a selecting department.
4.	I will be contacted only if the selecting department is interested in interviewing me.
5.	Prior to being offered a position, my current department may be contacted for a reference by the selecting department.
_____	_____
Applicant's Signature	Date

**Georgetown University is an Affirmative Action/Equal Opportunity Employer**