



MEDINA COUNTY HUMAN RESOURCES



Internal Transfer Request Form

Personal Information:

Name: _____ Date: ____/____/____

Phone: ____ - ____ - ____

Education:

Current Position:

Department: _____ Hire Date: ____/____/____

Position: _____

Department Head/Supervisor: _____

Length in Position: ____ (yrs/mths)

Previous Positions Held:

Position of Interest

I am interested in the following position: (NOTE: A separate form must be completed for each transfer request.) _____

Posting Closing date: _____

List qualifications based on the posting for the position (attach an additional sheet, resume, or letter if necessary).

To be completed by Human Resources Department

Date Received by HRD ____/____/____ Date sent to dept of interest ____/____/____

To be completed by Interviewer:

Date Interviewed: ____/____/____

Interviewed by: _____

Position offered: Yes No

Comments:

Immediately following interview return this form to Human Resources.

Date Received by HRD ____/____/____