



Opening Doors...Changing Lives

REQUEST FOR TRANSFER AND/OR PROMOTION

Name: _____

Current Position and Department: _____

Current Phone Number: _____

I hereby apply for the following position(s) with CP Rochester:

POSITION: _____

LOCATION/DEPT: _____

POSITION: _____

LOCATION/DEPT: _____

I understand that I have applied for a position for which I meet the minimum qualifications. I further understand that I am responsible for notifying my current supervisor of this intent, as indicated in the CP Rochester Hiring Policy. In addition, I give permission to the person(s) responsible for the interview process to review performance items in my personnel file if I am interviewed for the position.

Signature: _____ Date: _____

Please note, this form is only the first step in the transfer/promotion process – you must also submit a resume and participate in the interview process. Please submit an updated resume with this form.

Please submit this form to the Recruitment Specialist in the HR Office.