

UNIVERSITY LIBRARIES OF NOTRE DAME  
\*PROMOTION/TRANSFER REQUEST\*

Name:.....	Position Desired:.....
Soc.Sec. Number:.....	Department:.....
Address:.....	Schedule*:.....
.....	* for Service/Maintenance positions
Phone: Home:.....	Work:.....

\*CURRENT EMPLOYMENT\*

Position:.....	Supervisor*/Phone:.....
Department:.....	*Please notify applicant before contacting supervisor
Full/Part-Time:.....Date Hired:.....	Pay.....Hours per week.....

Current Job Description:

Reason for Wanting to Transfer

\*QUALIFICATIONS\*

List the skills, abilities, and experience that make you a good candidate for this position:

List education or training you have received which is relevant to the job requirements (include dates):

**\*PREVIOUS EMPLOYMENT\***  
(Including Previous Positions at the University)

1. Department/Organization:.....	
Position: .....	Dates: from.....to.....
Supervisor/Phone:.....	Full/Part-Time.....
Reason for Leaving.....	

Job Description

2. Department/Organization:.....	
Position: .....	Dates: from.....to.....
Supervisor/Phone:.....	Full/Part-Time.....
Reason for Leaving.....	

Job Description

3. Department/Organization:.....	
Position: .....	Dates: from.....to.....
Supervisor/Phone:.....	Full/Part-Time.....
Reason for Leaving.....	

Job Description

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*In order to be eligible for a promotion/transfer, I understand that:*

- 1. The hiring department may contact my current supervisor to discuss my job performance;*
- 2. In the final stages of the search, the hiring supervisor may access my past performance review for review;*
- 3. I must be in a regular full-time or part-time position for a minimum of 12 months (not temporary or on-call)*
- 4. I must not be related to an individual who directly supervises the open position;*
- 5. I must not have been the recipient of corrective action for 12 months.*

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Signature

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Date

