

**SPSA INTERNAL
TRANSFER/PROMOTION FORM**

Read Directions on Reverse Side First

POSITION APPLIED FOR _____ DATE _____

TRANSFER € PROMOTION € VOLUNTARY DEMOTION €

Department _____

Employee Name _____ SSN _____

Home Address _____

Present Position Title _____

Present Department _____

How long have you been employed in your present position? _____ years

How long have you been employed with SPSA? _____ years

Within the past 24 months have you had any disciplinary action taken against you?

Yes _____ No _____

If yes, the nature of the disciplinary action will be made known to the department to which you are applying.

In order to process your application for transfer, promotion, or voluntary demotion, your personnel folder will be released to the department for which you are seeking transfer. Your personnel folder will be reviewed by that department and will be considered a factor in granting or denying your transfer, promotion, or voluntary demotion. Should you refuse to permit the release of your personnel folder, your application for transfer, promotion, or voluntary demotion will not be processed. Therefore, it is understood that by endorsing this form, your personnel folder will be released in accordance with the above.

Signature of Employee _____ Date _____

Signature of present Supervisor _____ Date _____

Printed name of present Supervisor _____ Date _____

Instructions for Transfer/Promotion Form

1. Each time a SPSA employee applies for a transfer, promotion, or voluntary demotion he or she must submit a completed application for employment and a SPSA Internal Transfer/Promotion Form.
2. All questions must be answered truthfully to the best of the applicant's knowledge. Deliberate falsification of any information on this form or on the employment application will result in the termination of the employee's request for a transfer, promotion, or voluntary demotion. Should it be determined appropriate, disciplinary action may be taken in regard to said falsification of information.

Any questions concerning the use of this form should be directed to the Department of Human Resources.