



500 Western Highway, Blauvelt, NY 10913

## INTRA-AGENCY TRANSFER APPLICATION

Saint Dominic's Family Services subscribes to a policy of equal opportunity in all employment decisions without unlawful discrimination as to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status. **Transfers will be considered after the employee has successfully completed a 6 month introductory period in his/her present position. The employee must be up to date with his/her physical (if annual is required) and up to date with all relevant mandated training.** Exceptions must be approved by the SVP or Vice President in Human Resources.

Applicant Name	Telephone number between 9 - 5	E-mail where best to reach you

CURRENT INFORMATION		
Location/Department/Program	Position/Title	Work Schedule

TRANSFER REQUEST INFORMATION		
Desired Location/Department/ Program	Desired Position/Title	Work Schedule
Do you have relatives working at Saint Dominic's Family Services?	If you have relatives working at Saint Dominic's Family Services? what are their names?	Brief statement stating why you should be considered for this position

QUALIFICATIONS		
Education level	Certifications	Years of experience related to the applying position

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH AN UPDATED RESUME IF YOU ARE APPLYING FOR A DIFFERENT POSITION/TITLE**

**This form is to be sent directly to Human Resources**

### THE TABLE BELOW IS FOR THE USE OF HUMAN RESOURCES ONLY

\*\*\*\*\*

Date Received	In Compliance (yes/no)			Contact Date		Interview Date
	Training	Physical	Write Ups	Applicant	Hiring Manager	
Decision	Personnel Informed					
	Applicant	New Supervisor	Exit Supervisor	Transfer Date	Signed Transfer Letter	

Notes:

--