



# Internal Employee Transfer Request Form

Thank you for your interest in growing your career within AccentCare! In order to initiate the internal application process, please follow the steps below. Once these steps have been completed, the Talent Acquisition Partner assigned to the job opening will reach out to you to discuss the next steps and more information on the position.

- Step 1. Review Internal Employee Transfer Policy - [Internal Employee Transfer Policy](#).
- Step 2. Complete the Eligibility and Employee Section on form.
- Step 3. Submit your completed form to your current Manager for acknowledgement signature.
- Step 4. Upon receipt of Manager's signature, please submit to your HRBP
- Step 5. Apply for position on the [AccentCare Jobsite](#) and upload your resume.

## ELIGIBILITY

Employees eligible to apply for job openings must meet the following requirements:

Have you been in your current position for at least six (6) months?  Yes  No

Are you in "good standing" (no written disciplinary action within the past 12 months)?  Yes  No

Have you communicated interest in the position to your current manager?  Yes  No

Do you meet the minimum requirements of the positions?  Yes  No If no, please explain.

\_\_\_\_\_

## EMPLOYEE SECTION

Employee name: \_\_\_\_\_ Current job title: \_\_\_\_\_

Department: \_\_\_\_\_ Phone #/ext: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Todays date: \_\_\_\_\_

Why are you interested in applying for this position? \_\_\_\_\_

Skills, training, education and/or experience that you feel qualify you for this position?

\_\_\_\_\_

## MANAGEMENT ACKNOWLEDGEMENT

Would you recommend this employee to be considered for internal opportunities?  Yes  No

Please explain:

\_\_\_\_\_

Employee's last performance rating:  Exceeds Expectations  Meets Expectations  Below Expectations

Current Supervisor Authorization (Signature):

Date:

Name:

Title: