

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 - twelve (12) months for McKinney

Service Center? 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? Current Employee ID: _____

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: