



INTERNAL PROMOTION / TRANSFER APPLICATION

It is the policy of Case Western Reserve University to provide all employees, with at least 12 months of satisfactory service in their current position (a minimum of 6 months of service if the position is within the same department), the opportunity to be considered for available positions within the university. Submission of this **completed application, an updated resume** or summary of work experience, and **a release form** authorizing the university to perform a criminal background check are necessary to be considered for an open position. The credentials of all candidates will be reviewed. **You must notify your current supervisor if, after an initial interview, you have continued interest.**

My supervisor does does not know I am applying for a new position.

You may contact me by e-mail: No Yes E-mail address _____

Name _____ Ext. _____ Supervisor _____

Current position _____ Current department _____

Job No. _____ Position desired _____ Position dept _____

I am qualified for this position because _____

For those with visa status, the terms of the visa may not permit a change, or may require government approval before the change may be made. Please check one of the following: F-1/OPT, J-1, H-1B, O-1, TN, Other, Not applicable.

Case Western Reserve University policy states that employees are eligible for promotion or transfer if they maintain a performance level of satisfactory or better in their performance reviews and are not currently in progressive counseling or have not been in disciplinary action in the past 12 months.

I certify that all of the information contained on the Internal Promotion/Transfer Application, resume or summary of work experience is true. I understand that misrepresentation or omission of facts is sufficient cause for dismissal from my employment and refusal of future employment at the university. I further understand that any offer of employment I may receive is, or may be, contingent upon the successful completion of a physical examination which will be job related and consistent with the business purposes of the university.

Employee Signature _____ Date _____

Please print and fax (216-368-4678) along with your cover letter and résumé the internal promotion/transfer application.

FOR USE BY HUMAN RESOURCES DEPARTMENT

Referred: Yes - Date _____ Salary grade _____

No - Reason _____ Salary _____

_____ Review date _____

_____ Date candidate notified/initials _____ Original hire date _____

Interviewed: Yes - Date _____ Current Dept ID _____

No - Reason _____ Desired Dept ID _____

_____ Date candidate notified/initials _____

_____ Date current supervisor notified/initials _____

Selected: Yes - Date _____

No - Reason _____

_____ Date candidate notified/initials _____