

Reviewed On \_\_\_\_\_  
Comments \_\_\_\_\_

**TRANSFER APPLICATION**

Name \_\_\_\_\_ Department \_\_\_\_\_

Position Applying For \_\_\_\_\_

**Reason For Request For Transfer**

Has your supervisor been notified? \_\_\_ Yes \_\_\_ No

To update or supplement your original Bradley University Application For Employment, please complete the following information for the period of time you have been employed at Bradley. Add additional pages, if necessary, to include all relevant information related to skills not included on your original application currently on file.

**Experience** (Start with present position at Bradley and work back. Include all positions held at Bradley)

Current Position Title \_\_\_\_\_ Department \_\_\_\_\_

Dates Employed (mm/yr) From \_\_\_\_\_ To \_\_\_\_\_

**Describe specific responsibilities, duties and accomplishments in current position**

Position Title \_\_\_\_\_ Department \_\_\_\_\_

Dates Employed (mm/yr) From \_\_\_\_\_ To \_\_\_\_\_

**Reason for change (transfer, promotion, etc.)**

**Describe specific responsibilities, duties and accomplishments in this position**

Position Title \_\_\_\_\_ Department \_\_\_\_\_

Dates Employed (mm/yr) From \_\_\_\_\_ To \_\_\_\_\_

**Reason for change (transfer, promotion, etc.)**

**Describe specific responsibilities, duties and accomplishments in this position**

**EDUCATION AND SKILL DEVELOPMENT (since working at Bradley)**

List subjects studied or training received. Give complete information for each. State school name or training, course(s) taken, and dates attended.

\_\_\_\_\_  
School name or training                      Course(s) taken                      Dates attended

\_\_\_\_\_  
School name or training                      Course(s) taken                      Dates attended

List other special academic or skill training, honors or awards received.

Check any of the following for which you have gained additional experience and training:

**Computer Skills/Applications**

\_\_\_\_ Typing                      \_\_\_\_ wpm                      \_\_\_\_ Data Entry                      \_\_\_\_\_  
\_\_\_\_ Transcription                      \_\_\_\_ wpm                      \_\_\_\_\_ Specify Equipment/Software  
\_\_\_\_ Dictaphone                      \_\_\_\_ Shorthand  
\_\_\_\_ Word Processing  
\_\_\_\_ Word Perfect                      \_\_\_\_ MS Word  
\_\_\_\_ Computer Hardware/Software (Specify Type(s))                      \_\_\_\_ Calculator                      \_\_\_\_ PBX/Switchboard  
\_\_\_\_ Other (Skills, Equipment, Supervisory, etc.)

\_\_\_\_ Computer Language(s)

Briefly describe the skills/background you believe best qualifies you for this position:

What are your future employment (career) goals?

I hereby certify that the information set forth above in this Transfer Application is true and accurate to the best of my knowledge. I understand that if I transfer or am promoted to a new position on campus, I will be placed on an introductory period (generally three months). I also understand that if my performance is deemed to be unsatisfactory after reasonable efforts have been made to improve it, I may be terminated any time during the introductory period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date