

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