

EXHIBIT 2



Request for Internal Job Transfer Application

Employee Name: _____

Phone Number: _____ Today's Date: _____

Current Department: _____ Current Position: _____
.....

Position Applying For: _____ Department: _____

Eligibility Requirements (union employees - within the guidelines of the bargaining unit contracts)

1. Have you been in your current position for at least 6 months? Yes No
2. Are you in "good standing" (no written disciplinary action within the last 6 months)? Yes No
3. Do you meet the minimum requirements of the position? Yes No

Why are you interested in applying for this position? _____

Describe your work experience and education as it relates to this position (may attach a resume instead): _____

If applicable, do you have the required certifications needed for this position? If so, which ones?

Employee Signature

Date

Current Department Head Signature

Date

Return form to Human Resources.