



**CITY OF DANVILLE
EMPLOYEE
INTERNAL TRANSFER REQUEST FORM**

To: Bill Westphal, Human Resources Administrator Date: _____

From: _____
(Employee's Name)

Regular Full-Time Employee _____ Auxiliary/Seasonal Employee _____

Date started as City employee: _____

Did you work as a seasonal employee before becoming full-time? _____

Current Job Title: _____

Current Department: _____ Division: _____

Telephone No.: _____

Email Address: _____

.....
Please consider this "Request to Transfer" as my application for the position of:
_____ in the _____ Department.

The following information is provided in support of my application:

Work history with the City of Danville: (Give job titles and approximate dates)

Job Related Skills: (List any appropriate licenses or certifications):

Narrative: (Explain reasons you wish to make this transfer)

EDUCATIONAL BACKGROUND: Complete the following chart as thoroughly as possible. City of Danville requires a minimum high school diploma or GED for all positions. If hired, falsifying application information is grounds for termination.

School or Level	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate	List Diploma or Degree
High School	_____		9 10 11 12	___ Yes ___ No	
Junior Community College	_____		1 2	___ Yes ___ No	
College Or School	_____		1 2 3 4	___ Yes ___ No	
Graduate School	_____			___ Yes ___ No	
Technical (Specify)	_____			___ Yes ___ No	
Military	_____			___ Yes ___ No	
Other	_____			___ Yes ___ No	

Other Training/Skills: Provide as much information as possible.

___ Yes ___ No Have you received training in the field for which you are applying?

___ Yes ___ No Do you hold any technical or professional licenses?

If Yes, explain; giving type, issuing state, training program name, school or location of training, hours completed, and certificates received:

Which of the following skills do you possess?

___ Typing ___ Word Processing ___ Calculator ___ Filing ___ Radio/Dispatch
 ___ Transcribing ___ Personal Computer ___ Driving a Truck ___ Operating Heavy Equipment
 ___ Other (please list) _____

Which computer skills do you possess?

___ Word Processing ___ Data Bases ___ Spreadsheets ___ Programming
 ___ Other (please list) _____

List computer programs (software) you are able to use with proficiency:

Employment Background: Begin with current or most recent job, list your work history, including military service. **Explain gaps in employment.** _____

1. Employer: _____ Employer Address & Phone: _____
Employed From: _____ To: _____ Job Duties/Job Title: _____
Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

2. Employer: _____ Employer Address & Phone: _____
Employed From: _____ To: _____ Job Duties/Job Title: _____
Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

3. Employer: _____ Employer Address & Phone: _____
Employed From: _____ To: _____ Job Duties/Job Title: _____
Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

4. Employer: _____ Employer Address & Phone: _____
Employed From: _____ To: _____ Job Duties/Job Title: _____
Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

5. Employer: _____ Employer Address & Phone: _____
Employed From: _____ To: _____ Job Duties/Job Title: _____
Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

6. Employer: _____ Employer Address & Phone: _____
Employed From: _____ To: _____ Job Duties/Job Title: _____
Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

Other Activities: (List professional, Trade., Business, or civic activities and Offices held)

Additional Information: List any additional information you feel important to your application.

References: Give name, address and telephone number of three references who **are not** related to you and **are not** previous employers. References should be people who know of your skills and abilities and who can vouch for your character. (i.e. teachers, clergy, co-worker)

1. Name: _____ Phone: _____

Address: _____ City: _____

In what capacity does this person know you? _____

2. Name: _____ Phone: _____

Address: _____ City: _____

In what capacity does this person know you? _____

3. Name: _____ Phone: _____

Address: _____ City: _____

In what capacity does this person know you? _____

Attention: Read the following statement carefully before signing application.

Please check to see that you have answered all questions and that your application (including signature) is complete.

Also, I hereby certify and affirm that this application contains no misrepresentations or falsifications, omissions, or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge. I am aware that should any investigation disclose any such misrepresentation, falsification, omission, or concealment of material fact, my Transfer Request may be rejected and my name removed from any eligibility list which it may be placed. I also understand that even though I am employed by the City I may be dismissed.

Transfer Request must be signed

Date: _____ Employee's Signature: _____