

Transfer Consideration Request

Current NU staff employees do not have to complete an entire Application for Employment when wanting to be officially considered for other (vacant) staff positions. They may complete and submit this Transfer Consideration Request form, along with a current resume and cover letter to Human Resources, in lieu of the Application for Employment.

Position Sought _____

Job # _____

Name _____

Current Position _____ Held how long? _____

NU Extension # _____ Personal Phone # _____

Other NU position(s) held _____

Current NU Supervisor _____

Reason for Requesting this Transfer:

I understand that, to be considered a viable candidate for this position, the hiring supervisor and team may want to know more about me. For the sole purpose of assessing my qualifications for this position, and with the explicit understanding of strict confidentiality, I hereby grant to them the right to view my Personnel File in the presence of a Human Resources representative.

(Signed)

(Date)

As the employee's current supervisor, I am aware of this transfer request.

(Supervisor's Name)

(Date)