



# Santa Clara University

**All information regarding this application is confidential.**

## INTERNAL TRANSFER APPLICATION

**Please complete and submit this form to Human Resources. Attach your resume or updated application.**

Name:

\_\_\_\_\_  
First MI Last

Phone Extension: \_\_\_\_\_ Current Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Position Applying For:

Title: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Department: \_\_\_\_\_

Please indicate why you are interested in this position and the skills you will bring to it. Use reverse if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your signature below authorizes the HR Department to allow the hiring supervisor full access to performance management documents in your personnel file. Your consent is given with the agreement that information contained in these documents will be treated in the strictest of confidence and used only for the purpose of assisting in the hiring process. Should an offer be extended to you, you will be required to notify your supervisor if you plan to accept it. Your start date in your new position will be discussed and determined by your current and new supervisor in consultation with Human Resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised: 06/07/00