

REQUEST FOR IN-HOUSE TRANSFER

NAME\_\_\_\_\_

CURRENT: DEPARTMENT\_\_\_\_\_

JOB TITLE\_\_\_\_\_

LENGTH OF SERVICE IN CURRENT JOB\_\_\_\_\_

REQUESTING TRANSFER TO: DEPARTMENT\_\_\_\_\_

JOB TITLE\_\_\_\_\_

REASON FOR REQUEST\_\_\_\_\_

BACKGROUND: EDUCATION\_\_\_\_\_

\_\_\_\_\_

WORK EXPERIENCE\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FORMER EMPLOYERS\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAMES AND PHONE NUMBER OF TWO CURRENT REFERENCES WE MAY CALL:

\_\_\_\_\_#\_\_\_\_\_

\_\_\_\_\_#\_\_\_\_\_

For professional positions, please submit a resume and two letters of reference.

SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_

INHOUSE.APP

LIST BELOW ALL PRESENT & PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

NAMES & ADDRESSES	FROM	TO	REASON FOR LEAVING	NAME OF SUPERVISOR

RECORD OF EDUCATION

NAME OF SCHOOL                      COURSES STUDIED                      DID YOU GRADUATE                      DIPLOMA/DEGREE  
ELEMENTARY:

HIGH SCHOOL:

COLLEGE:

PERSONAL REFERENCES (NOT FORMER EMPLOYERS OR RELATIVES):

NAME & OCCUPATION                      ADDRESS                      PHONE NO.


# Marywood

U N I V E R S I T Y

OFFICE OF HUMAN RESOURCES  
2300 ADAMS AVENUE  
SCRANTON, PA 18509

Dear Applicant,

Marywood University's Affirmative Action Program requires that a record be kept of all applicants applying for positions that we are seeking to fill. This information is required for statistical purposes only, and will in no way affect employment decisions.

Please check the appropriate spaces below and return this form to the Office of Human Resources at your earliest convenience. Thank you for your cooperation.

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Position Applied For: \_\_\_\_\_

Full-time  Part-time

Sex:  Male  Female

Racial/Ethnic Group:

American Indian or  
Alaskan native

Asian or Pacific Islander

Black, Non-Hispanic

Hispanic

White, Non-Hispanic

Name (Optional): \_\_\_\_\_