



Stonehill College Internal Transfer Application

Position applied for _____

Name _____

Department _____

Current Position _____

Length of time in position _____

Work phone _____ home phone (_____) _____ e-mail _____

Supervisor _____

Have you informed your supervisor? Yes _____ No _____

Current job duties and responsibilities

Other positions held at Stonehill College

Job title/Department	Job duties	Dates To-From

Additional Relevant Work History

Job Title	Employer	Job Duties	Dates To-From

Briefly state why you are interested in this position and why you think you are a good candidate.

I understand that as part of the application process my personnel file may be shared with my prospective supervisor. In addition, I understand that if I become a final candidate that Human Resources will contact my present supervisor for a reference.

Employee signature

Date