

Internal Request for Transfer or Promotion

To be used by Carteret General Hospital employees seeking career enhancement opportunities. Employees must complete this form for each position sought. ***Internal equity and pay grade of the position will determine the starting salary upon transfer or promotion, which could affect your present earnings.***

Personal Information

Employee name _____ <i>last first middle (preferred name)</i>
Current position title _____
Current department _____
Start date at CGH _____ Start date in current position _____

Position Information

Position for which applying _____ <i>Position Title Department</i>
Briefly explain why you are interested in this position:

Qualifications

(Use reverse of this form or attach additional page if necessary)

- CGH experience:

- Other relevant experience:

- Educational background or training:

Employee Signature: _____ Date: _____

Present Supervisor's Signature: _____ Date: _____

Effective Date: _____