



## CITY OF HAINES CITY REQUEST FOR TRANSFER

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Date: \_\_\_\_\_

To: HUMAN RESOURCES

Employee: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Respectfully request to be considered for the posted position of:

Job Title: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

I have read and hereby affirm that I meet all requirements listed on the posted announcement.

Yes  No

I have submitted this original Request for Transfer to Human Resources, either by email [dparker@hainescity.com](mailto:dparker@hainescity.com) or hand-delivered directly to the Human Resources Department. A separate copy of this Request for Transfer and resume was forwarded to my direct supervisor.  
*You may attach a copy of your current resume*

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Employee Signature

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Date