



CITY OF HAINES CITY
REQUEST FOR TRANSFER

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 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

Employee Signature

Date