

**SAM HOUSTON STATE UNIVERSITY
STAFF TRANSFER JOB APPLICATION FORM**

NAME: _____ SAM ID #: _____ EXT: _____

PRESENT POSITION

TITLE: _____ LENGTH OF SERVICE: _____

DEPARTMENT: _____ SUPERVISOR: _____ EXT.: _____

JOB OPENING

REQUISITION #: _____ TITLE: _____ DEPARTMENT: _____

List experience and skills relevant to the position being applied for. Please attach a current resume or an updated application for further information.

EMPLOYEE SIGNATURE: _____ DATE: ____ / ____ / ____

TYPE OF TRANSFER (check one): PROMOTION LATERAL DOWNWARD

(Reference HR Policy WS-2 for explanations of transfer types.)

**SAM HOUSTON STATE UNIVERSITY IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION**

HR USE ONLY

Vacation balance: _____ Ovt-Comp balance: _____ Eqv-Comp balance: _____