



ARCHDIOCESE OF MIAMI

Office of Human Resources

APPLICATION FOR INTERNAL TRANSFER

Please complete application, attach updated resume, and return to Office of Human Resources.

Open Position Solicited	Office Name
Employee Name	Employee Contact Info
Current Position Title	Current Salary
Current Office	Length of Service in Current Position
Supervisor Name	Date of Hire (ADOM)

Note: Full-time or part-time regular employees are eligible to request a transfer to another Office of the Archdiocese of Miami after (a) 18 months' employment with the Archdiocese of Miami; and (b) 18 months' employment in the current position. Employees with Temporary status may request a transfer after 3 months' employment with the Archdiocese and in current position.

1. Why are you interested in the position for which you are applying?

2. Please list the most relevant education, experience, knowledge, skills, and behaviors that qualify you for this position:

Employee Signature: _____
Supervisor Signature: _____
Comments by Supervisor (include past performance and recommendations or denial of this request with supportive facts): _____ _____ _____

Action taken:	Date received in Human Resources: _____
Signature of Human Resources Representative: _____	