

# MARSHALL MUNICIPAL UTILITIES IN-HOUSE TRANSFER APPLICATION

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

PAY EXPECTED: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M/I: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

CURRENT POSITION AT MMU: \_\_\_\_\_ CURRENT PAY: \_\_\_\_\_

HOW LONG AT CURRENT POSITION?: \_\_\_\_\_ HOW LONG AT MMU?: \_\_\_\_\_

WHY ARE YOU APPLYING FOR THIS POSITION?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(SIGNATURE)

**Forward to your Department Director**

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**Department Director Endorsement**

If this is an application for a different position **within your department**, forward directly to Employee Relations. If this is an application for a position in a **different department**, please comment on the back of this form information that you feel is relevant to the decision making process and then forward to Employee Relations.

Comments on reverse?  NO  YES

\_\_\_\_\_  
(Department Director Signature)

**Forward to Human Resources Manager**

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**Human Resources Manager**

Interview Scheduled (Y/N) \_\_\_\_\_ Date/Time \_\_\_\_\_

Current Dept Head Notified (Y/N) \_\_\_\_\_ Interviewing Dept Head Notified (Y/N) \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Human Resources Manager Signature)