

THE CITY UNIVERSITY OF NEW YORK
UNIVERSITY PERSONNEL OFFICE
535 East 80 Street, Room 600
New York, NY 10021
(212) 794-5344

REQUEST FOR PLACEMENT ON TRANSFER ROSTER

INSTRUCTIONS: Prepare 4 copies of this form - send to each of the following:

1. University Personnel Office, CUNY
2. Your Union Local Headquarters
3. Your Present College Personnel Director
4. Keep one for your records

Please Print In Ink or Type

1. Name _____
Address _____

2. What is your current permanent title? _____
3. When did you start working at your present college in your permanent title? _____
4. What is your current assignment level in that title? _____
5. When did you start working at your present college in your assignment level of your permanent title? _____
6. For CUNY Office Assistant or CUNY Administrative Assistant who are eligible, are you willing to transfer at a lower assignment level in your current permanent title? _____
If yes, at which other level? _____
7. What is your present annual salary? _____
8. If you have transferred within the University before, what was the date (month, year) of last transfer? _____
9. Which college are you presently employed with? _____
10. Since you may apply for transfer in up to THREE colleges, please list in preference order
1. _____ 2. _____ 3. _____
11. State briefly the main reason why you wish to transfer: _____

SIGNATURE

DATE

TO BE COMPLETED AT THE UNIVERSITY PERSONNEL OFFICE

Date Received

By Whom

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