

TRINITY UNIVERSITY
Office of Human Resources

MEMORANDUM TO: APPLICANTS FOR PROMOTION/TRANSFER

FROM: OFFICE OF HUMAN RESOURCES

SUBJECT: Promotion/Transfer

Please complete the attached Promotion/Transfer Request form to be considered for other position vacancies at Trinity University. As a courtesy, a memorandum from you requesting consideration for a promotion/transfer may be presented to and signed by your present supervisor and forwarded to Human Resources along with the Promotion/Transfer Request.

In order to apply for promotion or transfer you must meet the minimum qualifications for the desired position.

An employee who is promoted or transferred to another position shall start a new probation for a period of six (6) months. You may be subject to release from employment during your probationary period of employment.

Please feel free to contact us should you have any questions regarding your promotion/transfer status.

Attachment

One Trinity Place, San Antonio, TX 78212
An equal opportunity employer

Revised 01/05/2012

APPLICATION FOR PROMOTION OR TRANSFER

Is this a confidential application? (Please Circle) Yes No

Full Name: _____ Trinity ID#: _____

Home Address: _____

Home Phone #: () _____ Work Phone #: () _____

EDUCATION

Name & Location of School	Did you graduate?	Hrs. credit or degree received	Major	Minor

WORK EXPERIENCE

Start with your present position and work backwards including non-Trinity employers if necessary.

Employer's Name: _____

Employer's Address: _____

Your Title: _____ Dates of Employment: _____

Your primary duties: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

Reason for leaving: _____

Your Supervisor's Name & Title: _____

Employer's Name: _____

Employer's Address: _____

Your Title: _____ Dates of Employment: _____

Your primary duties: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

Reason for leaving: _____

Your Supervisor's Name & Title: _____

Employer's Name: _____

Employer's Address: _____

Your Title: _____ Dates of Employment: _____

Your primary duties: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

Reason for leaving: _____

Your Supervisor's Name & Title: _____

Employer's Name: _____

Employer's Address: _____

Your Title: _____ Dates of Employment: _____

Your primary duties: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

Reason for leaving: _____

Your Supervisor's Name & Title: _____

Employer's Name: _____

Employer's Address: _____

Your Title: _____ Dates of Employment: _____

Your primary duties: _____

Starting Salary: \$_____ Ending Salary: \$_____

Reason for leaving: _____

Your Supervisor's Name & Title: _____

Employer's Name: _____

Employer's Address: _____

Your Title: _____ Dates of Employment: _____

Your primary duties: _____

Starting Salary: \$_____ Ending Salary: \$_____

Reason for leaving: _____

Your Supervisor's Name & Title: _____

SKILLS

What computer software have you worked with? _____

What computer hardware have you worked with? _____

What other office equipment can you operate? _____

Other Skills: _____

Signature: _____ Date: _____/_____/_____