



INTERNAL TRANSFER REQUEST

PURPOSE

The Missouri Botanical Garden's talented and dedicated staff members are what make it one of the nation's premier institutions of its kind. In addition to offering an excellent work environment, the Garden supports promotion to vacant or new higher-level positions when qualified employees are deemed suitable in all respects and when it is determined the promotion is in the best interest of the employee's department and the organization. The Garden is committed to the principals of equal employment opportunities for all applicants and employees.

PROCEDURE

- To be eligible for consideration, you must meet the minimum job requirements of the posted position, be in good standing in terms of overall work performance and attendance, and not be on any formal corrective action, and have been in your current position for at least six months.
- The current manager may waive the minimum time-in-position requirement in extenuating circumstances.
- Internal Transfer Requests will be reviewed by Recruiting, and you will be contacted if additional information is needed and/or if selected for an interview with the hiring manager.
- If selected for an interview, you and your manager will need to complete an Approval to Interview form. You must forward the completed form to Recruiting before an interview can be scheduled.
- Once the position has been filled, all internal applicants will be notified.

Position for Which You Are Applying

Position Title:			
Department Name:		Job #:	

Personal Information

Employee Name		Current Position		Department
E-mail Address		Current Position Start Date		
Office Phone Number		Alternative Phone Number		

Employment History *(May attach a resume in place of employment history)*

Company			
Position Title		Employment Dates	
Company			
Position Title		Employment Dates	

Any Additional Skills *(i.e., training, certification, licenses, software, etc.)*

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By submitting my information I am indicating my interest in being considered for this position and certify that all information contained above is accurate. I understand that any information withheld or falsely provided by me on this form may be cause for disciplinary action up to and including termination of employment.

Employee Signature

Date

HR 11/2009