

University of Northern Iowa

PROMOTION, TRANSFER, VOLUNTARY DEMOTION

For HR Use Only

RTF# _____
Qualified: _____
Not Qualified: _____

The University of Northern Iowa requests this information for the purpose of processing your request for promotion/transfer/voluntary demotion. No persons outside the University are routinely provided this information. The release of any information is governed by Board of Regents' rules and applicable state and federal statutes. If you fail to provide the required information, the University may be unable to process your request.

NOTICE: Please be advised that a transfer between departments will result in a pay out of any compensatory time earned you may have accrued. In some instances, transfers of comp time earned may be approved when job transfers are made within the same department. It is your responsibility to discuss comp time carry over with the Department Head of the department posting the open position you wish to apply for.

Name: _____

Seniority Date: _____

University ID#: _____

Campus Mail Code: _____

	<u>CURRENT POSITION</u>	<u>POSITION APPLYING FOR</u>
Classification:	_____	_____
Department:	_____	_____
Shift:	_____	_____
Location:	_____	_____
	Full-time — Part-Time —	Full-time — Part-time —

TYPE OF REQUEST:	<input type="checkbox"/> Promotion – UNI Competition	<input type="checkbox"/> In-Class Transfer	<input type="checkbox"/> Voluntary Demotion
Check Choice	<input type="checkbox"/> Promotion – Internal/external Competition	<input type="checkbox"/> Out-of-Class Transfer	

I understand that my application materials will be used to evaluate my qualifications for promotion/transfer/voluntary demotion and that I have the opportunity to update or renew my application. For certain secretarial/clerical positions, I also understand that I must take or have taken the appropriate typing test or have previously worked in a classification requiring same.

Signature: _____

Date: _____

Application Received: _____

Date: _____

Position Awarded: _____

Date: _____