

# ACS Benefit Services, Inc.

## Job Transfer Application

I, \_\_\_\_\_, meet all qualifications, as posted, and wish to be considered for the following position:

Posted job title: \_\_\_\_\_

The following current and prior work experience and/or education qualify me for the above position:

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I have the following skills and accomplishments that qualify me for the above position:

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Current position: \_\_\_\_\_

Length of time in current position: \_\_\_\_\_ Hire date at ACS: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone extension: \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### TO BE COMPLETED BY INTERVIEWING SUPERVISOR:

Employee Hired for Position: \_\_\_\_\_ Employee Not Hired for Position: \_\_\_\_\_

Transfer Date: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Date Employee Notified: \_\_\_\_\_

Reason Employee Not Offered Position: \_\_\_\_\_

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_