

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

Employee Transfer Application

The George Washington University does not unlawfully discriminate against any person on the basis of race, religion, sex, national origin, age, disability, veteran status, or sexual orientation. This policy covers all programs, services, policies, and procedures of the University, including admission to education programs and employment. The University is subject to the District of Columbia Human Rights Act. Inquires concerning the application of this policy and federal laws and regulations concerning discrimination in education or employment programs and activities may be addressed to the Associate Vice President for Human Resources, The George Washington University, Washington, D.C. 20052, (202) 994-4433, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or to the Director of the U.S. Equal Employment Opportunity Commission/Washington Field Office. To request disability accommodations, students should contact the Office of Disability Support Services, (202) 994-8250 (TDD/voice), and employees should contact the Office of Equal Employment Activities, (202) 994-9656 (voice) or 9650 (TDD).

PERSONAL DATA

Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (State) (Zip)

Social Security #: _____

Telephone #: Home: _____ Work: _____ E-mail Address: _____

EMPLOYMENT REQUEST

Position Desired/Req #: _____

Minimum Salary Desired: _____

Would This Transfer Represent A: _____ Promotion _____ Lateral _____ Voluntary Demotion*?

*** For a voluntary demotion, please read statement below and sign**

I understand that if I am offered and accept the position for which I am applying, my acceptance will result in a voluntary demotion because this position is at a lower salary grade than my current position. I also understand that my salary in this new position will be determined in consultation with the Director, Staffing and Compensation Services and may result in a salary offer that is lower than my current salary. I further understand that the demotion will not be effective until I accept the new position and salary, and that rejection of the demotion will not affect my future eligibility for promotion, lateral transfer, or voluntary demotion at the University.

Signature: _____ Date: _____

Are You Eligible For Transfer Consideration? _____ Yes _____ No (Please see information on transfer eligibility at www.gwu.edu/hrs)

Will You Work Shifts?: _____ Yes* _____ No *If Yes, Shift(s) Willing To Work: _____ Evening _____ Night _____ Weekend

EDUCATIONAL/VOCATIONAL DATA

Degree(s)/Major: _____

Relevant Training/Courses Taken: _____

Relevant Licenses/Certifications: _____

CURRENT GW WORK EXPERIENCE

Current Job Title: _____ Current Salary: _____

GW Department: _____ Start Date: _____

Duties (Not Necessary To Complete If A Resume Is Attached And Includes Current Duties):

May We Contact Your Current Supervisor for A Reference? Yes No If Yes, Name & Telephone # of Supervisor: _____

Is A Current Resume Attached? Yes No **If Yes, Proceed To Agreement Section
If No, Complete Other Work Experience Section Below And Then
Go To Agreement Section**

OTHER WORK EXPERIENCE - GW AND OTHER- BEGINNING WITH THE POSITION IMMEDIATELY BEFORE CURRENT POSITION

1. Job Title: _____ Employer: _____
Dates: From: _____ To: _____ Full-Time: _____ or Part-Time: _____
Duties: _____

2. Job Title: _____ Employer: _____
Dates: From: _____ To: _____ Full-Time: _____ or Part-Time: _____
Duties: _____

3. Job Title: _____ Employer: _____
Dates: From: _____ To: _____ Full-Time: _____ or Part-Time: _____
Duties: _____

4. Job Title: _____ Employer: _____
Dates: From: _____ To: _____ Full-Time: _____ or Part-Time: _____
Duties: _____

PLEASE BE SURE YOU SIGN THE APPLICATION ON THE NEXT PAGE

WORKPLACE/COMPUTER SKILLS

What Workplace Equipment Can You Utilize? _____

What Software Applications Do You Have A Working Knowledge Of? _____

Estimated Keyboard/Typing Speed: _____ (Complete Only If Position Desired Requires A Minimum Keyboard/Typing Speed)

OTHER DATA

Have You Ever Been Convicted of a Crime Other Than Minor Traffic Violations? ___ Yes* ___ No Note: A Yes Answer Will Not Necessarily Disqualify You For Transfer Consideration. Each Conviction Will Be Reviewed In Relation To The Job For Which You Are Applying

*If Yes, For Each Conviction, Provide The Following Information:

When: _____

Where: _____

What For?: _____

AGREEMENT - READ AND SIGN

I understand that misrepresentation, omission, or falsification of information connected with my application for employee transfer (including resume) will be sufficient cause in and of itself for disqualification from employment opportunities or dismissal from employment whenever discovered.

Signature: _____ Date: _____