

Toward Independence, Inc. Job Opportunity Request Form

I. To be completed by the employee

Employee Name _____	Hire Date _____	Title _____
Current Job/Location _____	Length of time in position _____	
Requested position _____	Location _____	PT20 <input type="checkbox"/> PT30 <input type="checkbox"/> FT <input type="checkbox"/>

List your strengths and qualifications related to the requested position that would benefit individuals and TII. Resumes and additional references may be attached to this form.

Employee Signature _____ Date _____

II. To be completed by the employee's immediate supervisor/director

Meet with the employee to discuss current performance, concerns and qualifications for the requested position. List your recommendations and the employee's goals on this form.

Supervisor Signature _____ Date _____

III. Forward this form with sections I and II completed to Human Resources within the posting deadline. *Employees currently in benefit eligible positions should work in current position for at least 6 months before requesting a transfer, unless the requested position is a promotion. All employees requesting a transfer must be in good standing (up-to-date trainings and documentation, no recent disciplinary action, etc.).*

IV. To be completed by the hiring supervisor and Human Resources

Action Taken: Interviewed <input type="checkbox"/>	Disqualified/Denied <input type="checkbox"/>	Promoted/Transferred <input type="checkbox"/>
If not accepted for position, state the reason. Also, identify training, knowledge or performance the employee should acquire/improve to qualify for future vacancies.		

Supervisor Signature _____	Date _____	
HR Signature _____	Date _____	