University of Connecticut

Administrative Clerical Bargaining Unit (NP-3) UCONN Geographic Transfer List Request

This form can only be used by **permanent** UConn Administrative Clerical employees requesting an addition, removal or update to the Administrative Clerical Bargaining Unit (NP-3) Geographic Transfer List for the University of Connecticut. The transfer request must be to a different geographic location (not within the same geographic location) and to the same classification as their current classification.

Request To: ❑ Add ❑ Remove ❑ Update

Please print or type:

Name: _____
Last *First* *Middle Initial*

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home/Cell Telephone: _____ **Employee #:** _____

Email Address: _____ **Unit-Box:** _____

Current Position Title: _____ **Work Telephone:** _____

Supervisor's Name: _____ **Supv's Telephone:** _____

Please check which geographic location(s) you would like to be considered for:

Campus

- ❑ Avery Point
- ❑ Hartford
- ❑ Stamford
- ❑ Storrs
- ❑ Torrington
- ❑ Waterbury

Cooperative Extension Centers

- ❑ Fairfield
- ❑ Hartford
- ❑ Litchfield
- ❑ Middlesex
- ❑ New Haven
- ❑ New London
- ❑ Tolland
- ❑ Windham

If adding or updating a geographic transfer request, please include a *UConn Application for Employment* which is located at http://www.hr.uconn.edu/jobapp.pdf. If you already have an application on file and wish to apply for open positions, please call the UConn Job Line at (860) 486-2466. **Applications will be kept on file for six months.** After six months, you will need to submit a new application to continue applying for openings.

I attest the information provided is true and complete to the best of my knowledge and made in good faith.

Employee Signature: _____ **Date:** _____

Human Resources Use Only

Added: ❑ Yes ❑ No If no, reason _____ ❑ Removed ❑ Updated

HR Signature _____ **Date:** _____

HR USE ONLY: App Code NP-3 Transfer List **Last** **First**