

Broome County Department of Personnel

Barbara J. Fiala, Broome County Executive • Michael W. Klein, Personnel Officer



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REQUEST TO BE PLACED ON TRANSFER/ REINSTATEMENT LIST

I, _____, request that my name be placed on the Broome
(print)

County transfer list for the following title: _____
(print)

I understand that my name will remain on the transfer list for **six months**. At that time, if I am still interested in transferring, I must submit another request.

Name: _____

Address: _____

Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____

Department/Agency Where Employed: _____

Any restrictions (if there is only one specific agency in which you interested, please indicate here):

Print name: _____

Signature: _____

Date: _____

Department of Personnel use only:

Date of Permanent Appointment: _____ Title: _____ Eligible List #: _____

Probationary period completed: _____

Approved title for transfer: _____

Signature: _____ Date: _____