

AMARILLO COLLEGE PROMOTION/TRANSFER REQUEST FORM

The Promotion/Transfer Opportunities Program is intended to provide current appointed classified and administrative employees advance consideration for positions that result in upward mobility in the hierarchy of Amarillo College.

*** It is imperative that you provide supplemental supportive information through the use of an up-to-date resume, application, and/or other related documents. The supervisor or committee who reviews the submissions may eliminate your application because current or clear information is not provided.**

*** Please be aware that the supervisor to whom this request is submitted will be authorized to review the last performance evaluation contained in your personnel file.**

NAME: _____ **DATE:** _____
(Please Print)

POSITION FOR WHICH YOU ARE APPLYING: _____
(Title) (Posting Number)

The information requested below is only intended to provide a quick review of historical progress at the College.

CURRENT AND PREVIOUS POSITION(S) HELD AT AMARILLO COLLEGE:

(Current Position Title) (Department) (Date Began Position)

(Previous Position Title) (Department) (Dates in Position)

(Previous Position Title) (Department) (Dates in Position)

EDUCATIONAL LEVEL: _____
(For college degrees, show degree and major such as BA in English. If degree is not completed show estimate of semester hours completed such as HS plus 45 hours.)

CHECK ONE:

My supervisor, _____, may be contacted for reference check.
(Name)

CONFIDENTIAL! Please do not contact anyone without my prior written approval.

SIGNATURE OF EMPLOYEE: _____

After completion, please forward this form to the Director of Personnel Services.

Human Resources Director Approval: _____ **Date:** _____