**Unifor 2458 UNION – Full Time**

**Application for Transfer**

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| **Open only to employees of the University of Windsor****Incorrect statements may result in the** **rejection of application or rescindment of appointment.** |

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| **Position Applied for (Title)** | **Posting Number** |
| **Name in Full (Please Print)**  | **EMPLOYEE I.D. #** |
| **Present Department, Position Title and Classification** | **Dept. Ext. No.** | **Home Phone** |
| **Name of Immediate Supervisor** | **Unifor 2458 full-time seniority date** |
|  **EDUCATION** |
| **Institution** | **Grade or Year Completed** |  **Specialization** ***(Degrees of Diplomas Awarded)*** |
| **High School (Secondary)** |  |  |
| **Community College** |  |  |
| **University** |  |  |
| **Post-Graduate Courses** |  |  |
| **Others** |  |  |
|  **EMPLOYMENT*****(State the positions you have had since you began working. List most current positions first)*** |
|  **YEARS OF EMPLOYMENT** **FROM TO** |  **TITLE AND KIND OF WORK** |  **PLACE** |
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| **COMPUTER PROGRAM SKILLS ASSESSMENT:** |  |  |
| ☐ Word Processing | ☐ Spreadsheets | ☐ Databases | ☐ Medical Terminology | ☐ Keyboarding \_\_\_\_\_\_\_\_ **wpm** |
| ☐ Dictaphone | ☐ Data Entry  | ☐ Graphics | ☐ Scientific  | ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **specify** |
| Please specify computer packages you are familiar with below, and rate your proficiency as follows: |
| 1) course only/no experience *EXAMPLE: Ms Word (3)* | 2) some working knowledge | 3) proficient | 4) expert |
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| **N.B.: State in Sufficient Detail How, By Your Experience and Personal Interests, You Are Especially Qualified for this Position. (Please attach a separate or additional page if necessary.)** |
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 **I certify to the best of my knowledge and belief that the foregoing statements are true and made in good faith.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **DATE SIGNATURE**

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| **THIS FORM IS AN INTEGRAL PART OF THE SELECTION PROCEDURE,** **THEREFORE IT WILL BE TO YOUR ADVANTAGE TO COMPLETE IT FULLY.** |