

Request For Citywide Transfer

This form is used to indicate your interest in being considered for other City positions assigned your current classification and employment type (full-time, part-time, limited, regular, etc.). Once your name is added to the Transfer List, it will remain on the list for one (1) year from the date you submit this form to the Civil Service Commission.

PLEASE NOTE: It is your responsibility to notify the Civil Service Commission of any change in name, address, phone number or work status so that we may provide requesting divisions accurate information.

Completed forms may be faxed to (614) 645-8379 or emailed to A&ESUnit@columbus.gov. You may also attach a current resume. Questions regarding this process may be directed to the Applicant and Employees Services Unit at (614) 645-8369.

Employee Data

Date: _____

Name: _____

Address: _____

City: _____ State: Ohio Zip Code: _____

Email Address: _____ Work Phone: () _____

Current Position Data

Present City Department/Division: _____

Present Job Classification: _____

Is your current position: Full-time or Part-time
 Regular or Limited

Employee Signature: _____ Date: _____

Resume Attached (Optional)

For Civil Service Commission Use Only

Department/Division: _____ Appointment/Employment Type: _____

Request Approved: Yes No Initials: _____ Date: _____