

Evergreen Healthcare
Application for Internal Transfers (WSNA only)

Employees are expected to have completed six (6) months in their current position in order to be considered for internal transfer opportunities. Exceptions must be authorized by the employee's Manager and Human Resources. To apply for a transfer to a position not yet posted, please complete the following information, attach an updated resume and return to the Manager of the department for which you are applying.

CURRENT POSITION

Name: Last		First	MI	Employee #	Department Name
Hours/Pay Period	Shift	Work Phone Number	Home Phone Number		Date of Hire
Adding a 2 nd position? Yes _____ No _____		Job Title		Manager Name	
Description of work performed:					

RN POSITION FOR WHICH YOU ARE APPLYING:

Department Name	Hours/Pay Period	Hours/Shift	Shift
Please list below why you think you would be a good candidate for this position:			

Employee Signature _____ Date _____

Please submit this form directly to the hiring Manager.

